

COUNTY OF SONOMA



BUDGET HEARINGS

FY 2017-2018

HEARING MATERIALS & REPORTS

June 12 - 23, 2017



OFFICE OF THE COUNTY ADMINISTRATOR

COUNTY OF SONOMA

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June 6, 2017

TO: Members of the Board of Supervisors

FROM: Sheryl Bratton, County Administrator

SUBJECT: FY 2017-2018 Budget Hearings
Materials & Reports Binder

Enclosed are the FY 2017-2018 Recommended Budget public hearings supplemental materials. In addition to the \$1.57 billion described in the FY 2017-2018 Recommended Budget book, which maintains core services, the County Administrator's staff has worked with departments to put forward supplemental budget amount representing \$32.6 million in updated sources and \$23.6 million revised uses resulting in \$9 million improved year-end non-General Fund balances in Health Services (Medi-Cal Intergovernmental funds), Transportation and Public Works – Roads (Senate Bill 1 Gas Tax), and Non-Departmental (Cannabis license revenue). Adjustments include the addition of 12.95 positions mostly associated with the implementation of the County's new Cannabis Ordinance.

As noted, enclosed are materials providing supporting documentation to conduct the hearings. These materials include the following:

Budget Hearings Schedule (Tab 1)

The Budget Hearings begin on Monday, June 12, at 8:30 a.m. and have been publicly noticed to continue from day-to-day not to exceed fourteen (14) calendar days but may be concluded earlier in accordance with the law.

New Financial Policies (Tab 2)

Annually, as part of the mid-year budget policy workshop, the Board reaffirms financial policies from which new year budget plans are developed. As part of the budget hearings materials the County Administrator is introducing for the Board's consideration new policies consistent with the strategy to plan for the County's future. The enclosed policies are: Balanced Budget (new), Facility Maintenance and Investment (new), Use of General Fund Contingencies (new), and General Fund Reserve (revised).

Supplemental Budget Adjustments (Tab 3)

The supplemental adjustments to the Recommended Budget increase total expenditures by \$23.6 million. The purpose of these adjustments is to update the Budget contained in the published Recommended Budget document to accommodate changes which may have occurred after the document went to print.

County Reserves (Tab 4)

This section provides a status of the County's General Reserve currently at \$53 million or 12% of the FY 2016-2017 General Fund Adopted Budget revenues totaling \$441 million. The attachment provides estimated contributions and recommendations necessary to achieve 16.7% Reserve target by FY 2020-2021.

County's Comprehensive Audited Financial Reports Relationship with Prior Year Budgets (Tab 5)

The enclosed report provides an overview of the County's Comprehensive Annual Financial Report ("CAFR") to the County's budget, by including a description of the CAFR information and how it relates to actual expenses and revenues recorded and the associated approved budgets. Included in the memo is a discussion on how the purpose of the CAFR, which provides the County's financial position, is different from the annual Budget plans.

Reinvestment & Revitalization (Tab 7)

On April 25, 2017, the Board provided policy direction to staff regarding the use of Reinvestment and Revitalization Funds, which are monies returned to the General Fund as a result of the dissolution of redevelopment agencies. The enclosed materials summarize the programs and projects recommended for FY 2017-2018, and provides an update on available funds.

Tribal Update (Tab 8)

Enclosed is the history and intent of the agreements with the Federated Indians of Graton Rancheria and the Dry Creek Rancheria Band of Pomo Indians, which provide funding to mitigate casino impacts, an accounting of payments to date and fund balances, and recommendations for further mitigation action with available funding.

Over 12 Months Vacancies and Annual Update of Management to Staff Ratio (Tab 9)

One of the Board adopted Financial Policies is to eliminate positions vacant for longer than 12 months. A total of 92.57 FTEs have been vacant for more than 12 months. Of that total, 6.95 FTEs are recommended for deletion through Supplemental budget changes. The remaining 85.62 FTE vacancies represent positions for which departments anticipate recruitment, a job class study, or the position is being filled at a different level/capacity. A summary of the analysis by department is enclosed.

Department Program and Funding Requests (Tab 10)

In addition to requests that were accommodated within the recommended budget or within the supplemental budget because they had prior board direction and identified funding sources, program change requests totaling \$9.69 million in one-time funding and \$13.08 million in ongoing funding were submitted for consideration. These included requests from departments for additional funding to enhance their level of service, requests from departments to provide additional funding in order to prevent cuts that are needed and to balance their budgets. The enclosed requests are organized as follows:

Recommended for funding from future ongoing General Fund revenues.
Recommended for funding from existing one-time available funds.
Other Funding Requests

Draft Resolutions Adopting the Budget at the Conclusion of the Public Hearings (Tab 11)

These draft resolutions comply with state law to adopt the FY 2017-2018 Budget appropriations. Resolutions are based upon the County Administrator's Recommended Budget, Supplemental Budget Adjustments, and any further actions directed by the Board during the Budget Hearings. The first resolution references the following:

- Changes to the Recommended Budget directed by the Board during the Hearings (Exhibit A)
- Supplemental Budget Recommendations (Attachment A)
- List of entities governed by the Board whose budget is being adopted (Exhibit B)
- Position allocation list for FY 2017-2018 including time or projected limited positions (Exhibit C)

In addition, the first resolution authorizes the Auditor-Controller-Treasurer-Tax Collector and County Administrator staff to take a number of actions needed to implement the adoption of the FY 2017-2018 Budget, complete actions to close out the current FY 2016-2017, and re-budget unused appropriations linked to multi-year encumbered contracts rolling forward into the new-year. The resolution also authorizes temporary cash transfers for working capital purposes, advancing to the Sonoma County Employee Retirement Association FY 2017-2018 employer retirement contributions, and implementing the necessary payroll rates for retirement, pension obligation debt, and retiree medical or Other Post-Employment Benefits liability obligations.

Finally, as in past years, the resolution contains findings for on-going efforts to remove access barriers under the Americans with Disabilities Act, as well as language with respect to the Sonoma County Water Agency and the Warm Springs Dam Project. The Agency levies a tax at a rate necessary to pay the indebtedness to ensure a continuation of the benefits of the Warm Springs Dam/Russian River Project.

Budget Hearing Schedule 2017-2018

Monday, June 12, 2017

- 8: 30 a.m.**
- A) Board Chair Opening Remarks
 - B) County Administrator Summary
 - C) Budget Overview Presentation
- Includes Introduction of New or Revised Financial Policies, as follows:
- 1. Balanced Budget Policy (new)
 - 2. Facility Maintenance and Investment Policy (new)
 - 3. Use of General Fund Contingencies (new)
 - 4. General Fund Reserve (new)
- D) Straw Vote on Supplemental Budget Adjustments
E) Board Selection of Budgets to be moved to Consent (no presentation)
F) Board Affirmation of Budget Hearings Schedule
G) Public Comment on Consent Budgets and Supplemental Budget Changes

DEPARTMENTAL BUDGET PRESENTATIONS/PUBLIC COMMENT

Health & Human Services

Human Services (page 123)
Health Services (page 115)
In Home Support Services – Public Authority (page 131)
Department of Child Support Services (page 135)

Justice Services

Court Support and Grand Jury (page 85)
Probation Department (page 89)
District Attorney (page 95)
Public Defender (page 101)
Sheriff-Coroner (page 107)

*** At the discretion of the Chair department budgets listed for the next day may be moved up, if time allows***

Tuesday, June 13, 2017

- 8:30 a.m.** Board of Supervisor's Business Meeting <http://sonomacounty.ca.gov/Board-of-Supervisors/Calendar/>
Human Services Community Organization Contracts and Authority to execute state and federal Adult and Aging Funding Agreements
Permit Sonoma Comprehensive Work Plan Recommendations
- 10:00 a.m.** *Transient Occupancy Tax Measure L Ad-Hoc Study Session*

Tuesday, June 13, 2017

- 1:30 p.m.** County Staff Recap

DEPARTMENTAL BUDGET PRESENTATIONS/PUBLIC COMMENT

Other County Services

Agricultural Preservation & Open Space District (page 191)
Agriculture/Weights Measures (page 197)
U.C. Cooperative Extension (page 203)
Independent Office of Law Enforcement Review & Outreach (IOLERO) (page 221)
Advertising (page 215)

Wednesday, June 14, 2017

8:30 a.m. County Staff Recap

DEPARTMENTAL BUDGET PRESENTATIONS/PUBLIC COMMENT

Development Services

Permit and Resource Management (page 141)

Community Development Commission (page 147)

Receive Updated Reinvestment & Revitalization Five Year Use Plan

Fire and Emergency Services (page 153)

Transportation and Public Works (page 159)

Sonoma County Water Agency (page 169)

Economic Development Department (page 177)

Regional Parks (page 183)

***** At the discretion of the Chair department budgets listed for the next day may be moved up, if time allows*****

Thursday, June 15, 2017

8:30 a.m. County Staff Recap

DEPARTMENTAL BUDGET PRESENTATIONS/PUBLIC COMMENT

Administration & Fiscal Services

Board of Supervisors/County Administrator (page 35)

Receive Tribal Funding Update

County Counsel (page 41)

Human Resources (page 47)

General Services (page 53)

Information Systems (page 59)

Non-Departmental (page 65)

Auditor-Controller-Treasurer-Tax Collector (page 71)

Clerk-Recorder-Assessor Budget Presentation (page 77)

Capital Projects (page 229)

Review of Program Changes and/or Funding Requests (Hearings Supplemental Materials – Tab 10)

Board Final Deliberations

Adoption of Budget Resolutions (Hearing Supplemental Materials – Tab 11) and Revised Financial Policies (Hearing Supplemental Materials – Tab 2)

Budget Wrap-Up (unless hearing continues, as needed, to the week of June 19, if needed).

ATTACHMENT 2
Supplemental Adjustments to FY 2017-18

SUPPLEMENTALS FOR BOARD CONSIDERATION

	FTE	Gross Expenditure	Revenue & Reimbursement	Net Cost
Administrative and Fiscal Services				
Auditor-Controller-Treasurer-Tax Collector - General Fund				
TOT Program Extra Help staffing to assist with administration of the program and improve tax revenue collections.	0.00	40,000	40,000	0
Human Resources - General Fund				
Add 1.0 Department Analyst position, \$149,000 to support countywide human resources operations related to Human Resources Management System (HRMS) interface and to address post-HRMS system implementation projects. Half of this position is funded by the Risk Self Funded Administration division (see corresponding adjustment below). The other half is funded within existing HRMS rates, so no budgetary adjustment is needed.	1.00	149,076	149,076	0
Human Resources - Other Fund				
Increase appropriations in Risk Self Funded Insurance Administration by \$75,000 for reimbursement of one-half of the 1.0 Department Analyst. As described above, the other half of this position is funded within existing HRMS rates.	0.00	74,538	0	74,538
Health and Human Services				
Human Services- Other Fund				
Increase appropriations for additional grant funds awarded for the "Bringing Families Home Grant". The grant is intended to assist families under the care of Child Protective Service find and maintain permanent housing. The grant addition is for \$400,000 over two fiscal years, this request covers year one of the grant term.	0.00	200,000	200,000	0
Development Services				
Community Development Commission - Other Fund				
Add 1.0 FTE Department Information System Specialist II position, \$138,000; to support the Homeless Management Information System used by the Continuum of Care homeless programs to support required data. Funding is being received in the Housing Division and transferred to the Administration Division as an internal transfer, making the total amount of this adjustment \$276,000.	1.00	276,386	276,386	0
Recognize one time revenues from the Advertising Fund and increase expenditures appropriations by \$165,000 to cover operating costs for Sam Jones Hall Shelter and winter expansion costs for non-profit partners of \$60,000.	0.00	225,000	225,000	0
Economic Development Board - Other Fund				
Recognize revenues and expenditures from the Advertising Fund for Summer Arts Youth Program grants. These funds are included in the Advertising's recommended budget.	0.00	100,000	0	100,000
Fire and Emergency Services - Other Fund				
Add 1.0 FTE Senior Storekeeper to the Fire Operations Division to provide support to volunteer fire companies serving CSA #40 by ensuring the smooth provision of supplies needed for emergency response to the companies, and to oversee the Fire Logistics Unit which is composed primarily of a pool of extra-help employees who currently lack on-site management. Total cost of the Position is \$117,000, and will be partially offset by savings due to reduced use of Extra Help for a net cost of \$79,000 and is funded from CSA #40 tax revenue. This position was discussed with representatives of the Sonoma County Volunteer Fire Company Association and furthers the Department's goal of providing better support to the Volunteer organizations that deliver emergency response in Sonoma County.	1.00	78,815	0	78,815

**ATTACHMENT 2
Supplemental Adjustments to FY 2017-18**

	FTE	Gross Expenditure	Revenue & Reimbursement	Net Cost
Development Services (cont'd)				
Transportation and Public Works - Other Fund				
In the Roads Division, appropriate \$3,800,000 expected in SB 1 State Transportation bill revenues with \$1,900,000 allocated to the 2018 Pavement Preservation Program, to be appropriated in FY18-19, and \$1,900,000 to address the fiscal year 2017-18 deficit as a result of revenue reductions from the state's Highway Users Tax Account to fund Road Maintenance and Administration personnel, materials and equipment for road maintenance and capital project delivery.	0.00	1,900,000	3,800,000	(1,900,000)
Water Agency - Other Fund				
Increase appropriations in Flood Zones 1A (Laguna Mark West), 2A (Petaluma) and 3A (Valley of the Moon) to provide funding for flood control projects from the Long Range Financial Plans that were identified for FY 17/18 funding after completion of the recommended budget. Funding for these projects exists within flood zone funds.	0.00	2,081,270	0	2,081,270
Other Services				
Advertising - Other Fund				
Allocate \$40,000 for ACTTC for Extra Help staffing to assist with administration of the transient occupancy tax program and \$225,000 to CDC to fund sheltering needs. Funding needs will be covered by Advertising Program Fund Balance.	0.00	40,000	0	40,000
	0.00	225,000	0	225,000
TOTAL	3.00	5,390,085	4,690,462	699,623

SUPPLEMENTALS FOLLOWING PRIOR BOARD DIRECTION

Administrative and Fiscal Services

Auditor-Controller-Treasurer-Tax Collector - General Fund

Add staff to implement the County Cannabis Tax Ordinance including 1.0 FTE Supervising Accountant and 1.0 FTE Accountant, including developing procedures and guidelines for implementation, managing tax collection and enforcement, and supervising personnel. The Sonoma County costs will be funded through a recurring Operating Transfer-in from the new cannabis fund.(4/11/17, # 33).

2.00 451,086 451,086 0

Exchange an Accountant II for an Accountant II-Confidential in the Payroll section. Positions in the payroll section must have the confidential designation in order to ensure continuous processing of payroll.

0.00 0 0 0

Clerk-Recorder-Assessor - Other Fund

Based on established Board policy eliminate over 12 months vacancy of 1.0 Document Recorder II. There is no change in appropriations given that the position was left unfunded. See tab 9 for details.

-1.00 0 0 0

County Counsel - General Fund

Increase appropriations to support the Sonoma County Cannabis program as follow: \$226,000 for 1.0 FTE Deputy County Counsel IV and \$100,000 for Extra Help. The Sonoma County Cannabis program will be funded through \$163,000 from permit fees and \$163,000 in a recurring Operating Transfer-in from the new cannabis fund. (4/11/17, # 33).

1.00 326,153 326,153 0

General Services - General Fund

Add 1 Capital Project Manager, 2 year limited term to be reimbursed by Capital Project funding to facilitate completion of accessibility projects consistent with the Transition Plan.

1.00 197,499 197,499 0

Additional funding for the reclassification of two mechanic positions to lead positions to meet the operational needs of both Light Fleet and Heavy Fleet as approved by the Board of Supervisors on April 4, 2017.

0.00 19,657 19,657 0

ATTACHMENT 2
Supplemental Adjustments to FY 2017-18

	FTE	Gross Expenditure	Revenue & Reimbursement	Net Cost
Human Resources- General Fund				
Based on established Board policy eliminate over 12 months vacancy of 0.5 Human Resources Analyst III Project. See tab 9 for details.	-0.50	(85,681)	0	(85,681)
Human Resources- Other Fund				
Increase in appropriations in the Self-Funded Insurance Fund's budget to comply with reporting requirements pertaining to the Net Pension Liability calculation as required by the Government Accounting Standards Board (GASB 68), Accounting and Financial Reporting for Pensions.	0.00	140,000	0	140,000
Non Departmental - General Fund				
Move Cannabis Business Tax revenue appropriations to the newly created Cannabis Program Fund. Cannabis tax revenues will be collected in the newly created fund and segregated from the General Fund.	0.00	0	(525,169)	525,169
Receive a one-time transfer of tax revenue from the new Cannabis Program Fund to the General Fund. This transfer will retroactively reimburse the General Fund for costs incurred in FY 2016-17 related to cannabis positions.	0.00	0	525,169	(525,169)
Non Departmental - Other Fund				
Recognize revenues for the new Cannabis Program. The Board of Supervisors adopted the Cannabis Business Tax Ordinance No. 6188 on December 13, 2016, which imposes a business tax on commercial cannabis businesses operating in the unincorporated County. Cannabis business tax revenue received in excess of programmed expenditures will be held in the new Cannabis Program Fund and available to finance future Cannabis Program needs.	0.00	0	3,935,502	(3,935,502)
Add expenditure appropriations in the Cannabis Program Fund to finance cannabis program expenses in various County Departments: Agriculture Commissioner, \$298,000; Auditor-Controller-Treasurer-Tax Collector, \$451,000; County Counsel, \$163,000; Economic Development Board, \$206,000; Department of Health Services, \$194,000; Permit Resource Management Division Code Enforcement, \$133,000; and a one-time reimbursement to the General Fund for prior year costs, \$525,000. These operating transfers will finance the aforementioned departments' costs for positions authorized by the Board on April 11, 2017 (Resolution #17-0164), as well as supplies and services, needed to implement the County's cannabis program.	0.00	1,970,504	0	1,970,504
Appropriate \$163,500 to finance centralized Cannabis Program Fund expenditures not specific to departments, such as: legal and consulting services, cash pick-up services, website updates, cash counting machines, space rental for workshops, research software subscription, and marketing services.	0.00	163,500	0	163,500
Justice Services				
Probation - General Fund				
Increase Account Clerk II position from .6 to 1.0 full-time equivalent, financed with existing appropriations. This change will meet the increased workload associated with realignment, as well as collections of restitution (juvenile and adult) and fines and fees (adult only).	0.40	0	0	0

ATTACHMENT 2
Supplemental Adjustments to FY 2017-18

	FTE	Gross Expenditure	Revenue & Reimbursement	Net Cost
Justice Services (cont'd)				
Sheriff - General Fund				
Appropriate rollover funds from Asset Forfeiture for the purchase of a new helicopter, as approved as part of the FY 2016/17 budget \$2,965,000. Appropriate staff development funds (\$35,000 per facility) for the Main Adult Detention Facility and the North County Detention Facility gyms as allowed by the Sonoma County Law Enforcement Association Memorandum of Understanding. Appropriate rollover funding from Asset Forfeiture for the upgrades to the Specialized Emergency Response Team's equipment and storage facility to enhance response times to incidents at the Main Adult Detention Facility \$10,000.	0.00	3,045,109	3,045,109	0
Adjust revenue and expenses for substance abuse services funded by Public Safety Realignment based on updated costs estimates from Behavioral Health (\$16,000). Appropriate unspent funds from State Department of Healthcare Services grant funding to support inmate enrollment in Medi-Cal services (\$75,000).		90,771	90,771	0
Add one Administrative Aide position to support management and evaluation of inmate programs designed to reduce recidivism, funded with Inmate Welfare trust funding as discussed with the Board on November 15, 2016 (\$129,000).	1.00	128,750	128,750	0
Decrease appropriations for inmate medical care contract based on actual Consumer Price Index, offset by decrease in salary savings (\$160,000), resulting in a zero net expenditure change.		159,630	0	159,630
		(159,630)	0	(159,630)
Sheriff - Other Fund				
Appropriate Asset Forfeiture funds for the upgrades to the Specialized Emergency Response Team's equipment and storage facility to enhance response times to incidents at the Main Adult Detention Facility \$10,000.	0.00	10,000	0	10,000
Appropriate rollover revenue from the Sonoma County Water Agency and corresponding expenses to support Jail Industries project to provide propagation services and maintain specialized nursery stock for the Water Agency.	0.00	30,000	30,000	0
Health and Human Services				
Health Services - General Fund				
Reduce General Fund support for a Behavioral Health Clinician working as a Discharge Planner in the Sonoma County Jail. Through a Request For Proposal process Sonoma County Sheriff's Office chose another bid for Mental Health services in the jail in FY 17-18. (5/23/17, #17).	0.00	(119,054)	0	(119,054)
Health Services - Other Fund				
Adjust various staffing and benefit appropriations as follows: Increase expenditures for Extra Help and overtime at Valley of Moon and Environmental Health \$45,000; transfer 1.0 FTE Public Health Nurse from First 5 to Field Nursing to align with First 5's Recommended Budget; due to funding differences in each program, there is a net revenue reduction of (\$27,000) associated with this position move; reduce revenues and expenditures by (\$41,000) for Nutritionist support for the Women, Infants, and Child (WIC) program to align with the state contract levels.	0.00	3,794	(67,845)	71,639
Reduce various services and supplies appropriations funded with 1991 Realignment within the Public Health and Health Planning and Policy Evaluation divisions. The Department has determined that planned one-time expenditures can be deferred until a later date and will increase the contribution to Fund Balance by \$293,000.	0.00	(653,893)	(361,067)	(292,826)

ATTACHMENT 2
Supplemental Adjustments to FY 2017-18

	FTE	Gross Expenditure	Revenue & Reimbursement	Net Cost
Health Services - Other Fund (cont'd)				
Increase expenditure and revenue for needs identified after submission of the Recommended Budget for various inter-departmental contracts, including \$102,000 for the Sheriff and \$79,000 for Probation to provide services related to Public Safety Realignment, and \$215,000 for increased County Counsel services.	0.00	395,326	395,326	0
Adjust appropriations to match state and federal funding levels, including for the Teen Parent Connection program (\$137,000) and expenditures and revenues for Supplemental Nutrition Assistance Program Education (SNAP-Ed) (\$127,000). Reduce revenues for the Youth Development grant funding and Maternal Child and Health funding by (\$60,000), and increase revenues for State Water Board testing and Emergency Preparedness grant funding (\$13,000).	0.00	127,196	217,076	(89,880)
Reduce reimbursement appropriations associated with providing mental health services in the jail. Through a Request For Proposal process Sonoma County Sheriff's Office chose another bid for Mental Health services in the jail in FY 17-18. (5/23/17, #17).	0.00	(3,262,259)	(3,262,259)	0
Increase appropriations \$915,000 for the Dental Transformation Grant, which will improve the dental health of Medi-Cal enrolled children ages six and under by training and placing Community Dental Health Workers in community clinic settings (5/9/17, # 19)	0.00	914,645	914,645	0
Increase appropriations necessary execute agreements to participate in the Medi-Cal Managed Care Rate Range Intergovernmental Transfer (IGT) with Partnership health Plan and the State Department of Health Care Services, which secures additional federal revenue to deliver expanded services to the Managed Medi-Cal population. As discussed with the Board on May 23, 2017, this results in a net benefit to the county of approximately \$8 million (5/23/17, # 8).	0.00	11,683,035	19,662,403	(7,979,368)
Add 1.0 FTE Program Planning and Evaluation Analyst and 1.0 FTE Senior Environmental Health Specialist and increase appropriations \$319,000 to support the implementation of the Sonoma County Cannabis Program. Positions are funded with revenue expected from permit fees of \$125,000 and General Fund transitional support of \$194,000 . (4/11/17, # 33).	2.00	319,000	319,000	0
Based on established Board policy eliminate over 12 months vacancy of .05 Public Health Aide II, 1.0 Animal Control Officer II, .20 Department Analyst, .10 Senior Office Assistant, .30 Forensic Psychiatrist, 1.0 Supervising Animal Control Officer, 1.0 Lead Animal Care Assistant, and .80 Public Health Nurse II. There is no change in appropriations given that the position was left unfunded. See tab 9 for details.	-4.45	0	0	0
Development Services				
Community Development Commission - Other Fund				
Increase in appropriations in the department's budget to comply with reporting requirements pertaining to the Net Pension Liability calculation as required by the Government Accounting Standards Board (GASB 68), Accounting and Financial Reporting for Pensions.	0.00	245,000	0	245,000
Economic Development Board - Other Fund				
Additional appropriations are requested for a new Business Development Manager position to guide policy and program development for the cannabis industry (\$206,000). Position is funded with General fund Support. Add \$55,000 in expenditures and revenues for consultant services to develop the Sonoma County Comprehensive Economic Development Strategy Action Plan; funded by the Economic Development Board Foundation.	1.00	261,000	261,000	0

ATTACHMENT 2
Supplemental Adjustments to FY 2017-18

	FTE	Gross Expenditure	Revenue & Reimbursement	Net Cost
Development Services (cont'd)				
Fire and Emergency Services - Other Fund				
Add 0.5 FTE Senior Office Assistant to the Hazardous Materials division to meet California Environmental Protection Agency reporting requirements. Funding for this position is from Hazardous Materials Fees and was included in rates approved at the 5/9/2017 fee hearing.	0.50	45,527	45,527	0
Permit and Resource Management Department- General Fund				
Allocate positions to support implementation of Cannabis permitting, as approved by the Board of Supervisors. Positions include 1.0 Secretary, 1.0 Code Enforcement Inspector, 1.0 Accounting Technician, and 2.0 Planner. Costs also include Extra help and office supplies for staff. Positions are funded revenue expected from permit fees of \$620,000 and General Fund transitional support of \$133,000. (4/11/17, # 33).	5.00	753,055	753,055	0
Regional Parks- Other Fund				
Increase in appropriations in Spud Point Marina's budget to comply with reporting requirements pertaining to the Net Pension Liability calculation as required by the Government Accounting Standards Board (GASB 68), Accounting and Financial Reporting for Pensions.	0.00	18,000	0	18,000
Transportation & Public Works- Other Fund				
Increase in appropriations in the Airport by \$82,000, Transit by \$17,000 and Integrated Waste by \$11,000 to comply with reporting requirements pertaining to the Net Pension Liability calculation as required by the Government Accounting Standards Board (GASB 68), Accounting and Financial Reporting for Pensions.	0.00	110,000	0	110,000
Increase appropriations for operating transfer of \$100,000 from Roads Division to Heavy Equipment for culvert crew equipment replacement and maintenance. Appropriate \$75,000 for drainage system maintenance within the town of Geyserville from available Dry Creek Tribal Funds that have been set aside within the Road fund balance and designated by the Board for capital and maintenance improvement projects within the vicinity of the River Rock Casino (11/10/09).	0.00	175,000	100,000	75,000
Based on established Board policy eliminate over 12 months vacancy of 1.0 Right Of Way Manager. There is no change in appropriations given that the position was left unfunded. See tab 9 for details.	-1.00	0	0	0
Other Services				
Agricultural Commissioner - General Fund				
Increase appropriations to support the Sonoma County Cannabis program as follow: \$412,000 for 2.0 FTE Agricultural Biologist and 1.0 FTE Senior Office Assistance, \$209,500 for Extra Help, and \$52,200 for services and supplies costs. The Sonoma County Cannabis program will be funded through \$375,800 from permit fees and \$298,000 in General Fund. (4/11/17, # 33).	3.00	673,634	673,634	0
TOTAL	9.95	18,176,354	27,875,022	(9,698,668)
TOTAL SUPPLEMENTAL ADJUSTMENTS	12.95	23,566,439	32,565,484	(8,999,045)
General Fund	13.50	5,670,055	5,874,790	(204,735)
Other Funds	-0.95	17,896,384	26,690,694	(8,794,310)
All Funds	12.55	23,566,439	32,565,484	(8,999,045)



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DEPUTY COUNTY ADMINISTRATOR

DATE: June 12, 2017

TO: Members of the Board of Supervisors

FROM: Sheryl Bratton, County Administrator

SUBJECT: Recommendations to Adopt Additional Financial Policies

The Board has a number of financial policies in place to provide a sufficient financial base and the resources necessary to support and sustain adequate and responsible levels of community services. The cornerstone of Sonoma County's financial policies is "fiscal integrity." The current set of financial policies can be found in the FY 2017-2018 Recommended Budget book (starting at page 23), as well as the County's website at <http://sonomacounty.ca.gov/County-Administrators-Office/>.

I am recommending that the Board adopt additional financial policies to strengthen our ability to remain fiscally sustainable and to help us prepare for the future:

- Balanced Budget Policy (new)
- Facility Maintenance and Investment Policy (new)
- Use of General Fund Contingencies Policy (new)
- General Fund Reserve Policy (revised)

Balanced Budget Policy

The Government Finance Officers Association Best Practices recommend that governments adopt rigorous policies for all operating funds aimed at achieving and maintaining a structurally balanced budget where recurring revenues are equal to recurring expenditures in the adopted budget. See [Attachment A](#) for a copy of the Government Finance Officers Association Best Practices for *Achieving a Structurally Balanced Budget*.

While the FY 2017-2018 Recommended Budget meets the statutory definition of a balanced budget, it does not represent a truly structurally balanced budget since the budget is balanced with the assumption of \$13.1 million of General Fund savings at the end of the year. In other words, General Fund expenditures exceed General Fund revenues by \$13.1 million. Many counties follow the practice of using year-end General Fund savings to balance their budgets. However, a number of counties follow the best practices recommendation by only adopting structurally balanced budgets. Counties with structurally balanced budgets include Contra Costa, San Diego, Mendocino, Santa Clara, and Santa Barbara.

Given the County of Sonoma's historical reliance on using General Fund savings to balance our budget, achieving a structurally balanced budget needs to be phased in over time in order to minimize the

impact on current community services levels. I am recommending that the County achieve a structurally balanced budget by Fiscal Year 2020-2021 through a graduated reduction of the County's reliance on year end savings over the next 4 years. The FY 2017-2018 Recommended Budget is the beginning of the phased in reduction.

The proposed new policy would be as follows:

The County must adopt a "statutorily" balanced budget, however to ensure ongoing sustainability the County of Sonoma should strive to adopt a "structurally" balanced budget. A budget is statutorily balanced when total estimated financing sources (beginning fund balance plus revenues) equal the total appropriation (expenditures plus ending fund balance). At no time shall spending in a given year exceed total current revenues plus any fund balance carryover from the prior year. A statutorily balanced budget utilizes beginning fund balance as a financing source. In contrast, a structurally balanced budget matches total ongoing expenditures to the annual estimated revenues. In a structurally balanced budget, beginning fund balance may not be used as a financing source for ongoing expenditures. The County's goals are to maintain annual expenditure increases at a conservative growth rate, and to limit expenditures to anticipated annual revenues. Ongoing expenditures shall be provided based on sound anticipated ongoing revenue and not include "one-time" items such as capital outlay, projects or temporary program funding. Sound anticipated ongoing revenue is recurring revenue, such as, taxes and fees. Reduction of reliance on fund balance for operating purposes shall be a fiscal objective and included as a goal for every department to align annual operating expenditures with annual operating revenues.

Facility Maintenance and Investment Policy

The Government Finance Officers Association Best Practices recommend that governments appropriately plan and budget for capital maintenance and replacement needs. See [Attachment B](#) for a copy of the Government Finance Officers Association Best Practices for *Asset Maintenance and Replacement*. As noted in the Best Practice:

"Budgetary pressures often impede capital program expenditures and investments for maintenance and replacement, making it difficult to sustain an asset in a condition necessary to provide expected service levels. Ultimately deferring essential maintenance or asset replacement could reduce the organization's ability to provide services and could threaten public health, safety and overall quality of life. In addition, as the physical condition of the asset declines, deferring maintenance and/or replacement could increase long-term costs and liabilities."

Under the Board's leadership, the County has invested significant financial resources into maintaining our roads. In fact, the 2017-2018 Recommended Budget continues the Board's commitment of maintaining and improving our roads by programming over \$18 million (\$15.7 million of which is General Fund general purpose resources) toward our County roads.

Unfortunately, we have not invested the level of resources necessary to adequately maintain some of our other County assets such as the buildings at the County Administration Center campus. Many of the public services we provide to the community are housed at our County Administration Center campus. The campus buildings were largely constructed in the 1950s and 1960s. Many of our administration buildings are 60 – 70 years old and are beyond their useful life

While the County has adopted a Policy for Capital Project and Asset Responsibility (see [Attachment C](#)), the Policy does not require any minimum funding levels and has historically been underfunded due to other budgetary pressures and competing interests. However, we are at a critical junction given the state of our facilities. Just like our roads, as our buildings continue to deteriorate with age, the costs to maintain our facilities increases exponentially. It is imperative that we develop a viable building maintenance and/or replacement funding plan so that we can continue to deliver critical public services in the future and reduce taxpayer dollars spent on deferred maintenance.

My recommendation is to adopt a specific funding policy for the next 5 years in order to better address the significant deferred maintenance of County facilities. The funding policy recommendation is based on capturing new property tax growth which is above and beyond what is needed to keep up with the cost of doing business. This approach allows the Board to begin to strategically invest in our facility assets, while at the same time maintaining existing levels of community service, including the Board's continued investments in roads.

The proposed new policy would be as follows:

In order to avoid significant increases in deferred maintenance costs for County facilities, the Board of Supervisors will appropriate, for a 5 year period commencing with Fiscal Year 2017-2018, forty percent (40%) of all new property tax growth which is above the growth needed to keep up with inflation for existing levels of general fund services, to the Capital Projects Budget to be used towards addressing deferred maintenance of County facilities.

Use of General Fund Contingencies Policy

The County has historically set aside funds in each year's budget for "contingencies". The FY 2017-2018 Recommended Budget follows this practice by appropriating \$5 million for this purpose. However, the Board has not adopted a policy around the use of these funds. As can be seen in [Attachment D](#), for the prior 3 years, the funds have been used for a variety of purposes including election costs, Board sponsored ballot measures, departments' support after budget adoption, outside partners agencies' funding agreements, capital projects and facilities maintenance, Veterans-Seniors-Youth services, fee waivers, and sponsorships.

In order to provide additional guidance around the use of contingencies, I am recommending that the Board consider adopting the following policy:

The County will commit a portion of the General Fund general purpose revenues as a Contingency Reserve to provide the Board of Supervisors: (1) for unforeseen events causing increased County costs during the fiscal year; (2) funding to invest one-time funds into potential opportunities that support the Board's Strategic Priorities; and (3)

fee waivers. The Contingency Reserve should not be used to support recurring operating expenditures outside of the current fiscal year. Any decision to use Contingencies should only occur at the Board's annual budget hearing, and during mid-year budget updates.

General Fund Reserve Policy

The Government Finance Officers Association has changed its Best Practices recommendation for the policy concerning governmental General Fund reserves. Until recently, the Best Practice recommended governmental entities maintain unassigned General Fund reserves in the amount of 5%-15% of total General Fund operating revenues. The County's current policy on General Fund reserves matches this policy. The FY 2017-2018 Recommended Budget includes \$53 million in unassigned General Fund reserves, which equates to 11.6% of the FY 2017-2018 General Fund operating revenues.

The Government Finance Officers Association revised Best Practices recommendation for General Fund reserves is for governmental entities to maintain a minimum of 2 months of regular General Fund operating revenues in unrestricted reserves. See [Attachment E](#), the Government Finance Officers Association Best Practices for Fund Balance Guidelines for the General Fund. Two months of General Fund operating revenues equates to 16.7% of the General Fund operating reserves. For the FY 2017-2018 Recommended Budget, it would require \$73.3 million to be set aside in the unassigned reserves fund. In order to achieve the minimum 2 months of General Fund operating reserves for the FY 2017-2018 Recommended Budget, the unrestricted reserves would need to be increased by \$20.3 million.

The proposed revised policy would be as follows:

Consistent with best practice recommendations from the Government Finance Officers Association of the United States and Canada, the County will strive to maintain a total unassigned General Fund Reserve balance equal to 1/6 or 2 months of annual General Fund operating revenues.

In reviewing other counties' approach to maintaining General Fund reserves, there are a variety of different measures, definitions, and targets. However, for the counties below, County Administrator staff reviewed their FY 2016-2017 budget information to attempt to calculate the actual percentages of operating reserves they maintained in their reserves. Based on our internal calculations, the following counties have accumulated the following General Fund reserves:

5%	Marin, San Mateo
10%	Monterey, Ventura
15%	Contra Costa, Santa Barbara
16%	Kern*, Los Angeles*
17%	Orange
24%	San Diego*
33%	San Bernardino*

*These counties set their minimum in terms of "general purpose" or "locally generated" revenues only (e.g. including taxes and interest earnings but not permits, fees, or charges for services).



BEST PRACTICE

Achieving a Structurally Balanced Budget

BACKGROUND:

Most state and local governments are subject to a requirement to pass a balanced budget. However, a budget that may fit the statutory definition of a “balanced budget” may not, in fact, be financially sustainable. For example, a budget that is balanced by such standards could include the use of non-recurring resources, such as asset sales or reserves, to fund ongoing expenditures, and thus not be in structural balance. A true structurally balanced budget is one that supports financial sustainability for multiple years into the future. A government needs to make sure that it is aware of the distinction between satisfying the statutory definition and achieving a true structurally balanced budget.

RECOMMENDATION:

GFOA recommends that governments adopt rigorous policies, for all operating funds,¹ aimed at achieving and maintaining a structurally balanced budget. The policy should include parameters for achieving and maintaining structural balance where recurring revenues are equal to recurring expenditures in the adopted budget.

As a first step, the government should identify key items related to structural balance. These include: *recurring and non-recurring revenues, recurring and non-recurring expenditures, and reserves.*

Recurring revenues are the portion of a government’s revenues that can reasonably be expected to continue year to year, with some degree of predictability. Property taxes are an example of recurring revenue. A settlement from a lawsuit is a good example of non-recurring revenue.

Some revenue sources may have both non-recurring and recurring components. These sources require finance officials to exercise judgment in determining how much of the source is truly recurring. For instance, a government may regularly receive sales tax revenues, but a large part of its base may be made up of retailers with highly volatile sales. In this case, it may be prudent to regard unusually high revenue yields as a non-recurring revenue under the assumption that such revenues are unlikely to continue, making it imprudent to use them for recurring expenditures. Another example might be building permit revenues in a period of high growth in the community. Governments should review their revenue portfolio to identify non-recurring revenues and revenues with potentially volatile components, such as the examples above.

Recurring expenditures appear in the budget each year. Salaries, benefits, materials and services, and asset maintenance costs are common examples of recurring expenditures. Capital asset acquisitions are typically not thought of as recurring because although some capital assets may be acquired every year, they are not the same assets year after year. In general, recurring expenditures

should be those that you expect to fund every year in order to maintain current/status quo service levels. In general, a government has a greater degree of flexibility to defer non-recurring expenditures than recurring ones.

Reserves are the portion of fund balance that is set aside as hedge against risk. The government should define a minimum amount of funds it will hold in reserve.² This serves as a “bottom line measure” to help determine the extent to which structural balance goals are being achieved. If reserves are maintained at their desired levels, it is an indication that the organization is maintaining a structurally balanced budget. If reserves are declining, it may indicate an imbalance in the budget (e.g., if reserves are being used to fund on-going expenditures). It should be noted that reserves levels are not a perfect measure of structural balance, but are a good and readily available measure.

With the forgoing terms defined, a government should adopt a formal policy calling for structural balance of the budget. The policy should call for the budget to be structurally balanced, where recurring revenues equal or exceed recurring expenditures. The policy should also call for the budget presentation to identify how recurring revenues are aligned with or not aligned with recurring expenditures.³

For a variety of reasons, true structural balance may not be possible for a government at a given time. In such a case, using reserves to balance the budget may be considered but only in the context of a plan to return to structural balance, replenish fund balance, and ultimately remediate the negative impacts of any other short-term balancing actions that may be taken. Further, the plan should be clear about the time period over which returning to structural balance, replenishing reserves, and remediating the negative impacts of balancing actions are to occur.⁴

Notes:

¹ Note that this Best Practice excludes non-operating funds like capital and debt funds. While governments should ensure that these funds are financially sustainable as well, the specific recommendations found in this Best Practice may not always be a match to the circumstances of non-operating funds.

² See GFOA Best Practice “Determining the Appropriate Level of Unrestricted Fund Balance in the General Fund” (2002 and 2009). GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures

³ Please note that the best practice is not advocating that recurring revenues be formally allocated or “earmarked” to recurring expenditures, but rather is advocating that the budget presentation provide transparency as to whether recurring revenues and recurring expenditures are balanced.

⁴ See GFOA Best Practice “Replenishing Fund Balance in the General Fund.” (2011).

Applicable to Canadian Governments:



BEST PRACTICE

Asset Maintenance and Replacement

BACKGROUND:

Capital assets include major government facilities, infrastructure, equipment and networks that enable the delivery of public sector services. The performance and continued use of these capital assets is essential to the health, safety, economic development and quality of life of those receiving services.

Budgetary pressures often impede capital program expenditures or investments for maintenance and replacement, making it increasingly difficult to sustain the asset in a condition necessary to provide expected service levels. Ultimately, deferring essential maintenance or asset replacement could reduce the organization's ability to provide services and could threaten public health, safety and overall quality of life. In addition, as the physical condition of the asset declines, deferring maintenance and/or replacement could increase long-term costs and liabilities. Government entities should therefore establish capital planning, budgeting and reporting practices to encourage adequate capital spending levels. A government's financial and capital improvement plans should address the continuing investment necessary to properly maintain its capital assets. Such practices should include proactive steps to promote adequate investment in capital maintenance and replacement and necessary levels.

RECOMMENDATION:

GFOA recommends that local, state and provincial governments establish a system for assessing their assets and then appropriately plan and budget for any capital maintenance and replacement needs. This includes:

1. Developing a policy to require a complete inventory and periodic measurement of the physical condition of all existing capital assets. The assessment should document the established methods of condition assessment, including any that are used to evaluate below-ground infrastructure. This physical condition inventory and measures used should be kept current, with facility condition ratings updated every one to three years.¹

This inventory should contain essential information, including:

1. Engineering description
2. Location
3. Physical dimensions and condition
4. "As-built" documents
5. Warranties
6. Maintenance history
7. Replacement costs

8. Operating cost information
 9. Usage statistics
 10. Book value
 11. Original Useful Life
 12. Remaining Useful Life
2. Establishing condition/functional performance standards to be maintained for each type of capital assets. The condition measures and related standards should be understandable and reliable. Such standards may be dictated by mandated safety requirements, federal, state, or provincial funding requirements, or applicable engineering and other professional standards,² including available software models. Use these standards and a current condition assessment as a basis for multi-year capital planning and annual budget funding allocations for capital asset maintenance and replacement. Assets near high risk areas such as hospitals may require a higher standard of performance and require a higher frequency of condition assessment.
 3. Evaluating existing assets to determine if they still provide the most appropriate method to deliver services. Maintenance and replacement plans for assets should then be prioritized in accordance with overall goals and objectives to maintain expected service levels. Consider developing financial policies that identify and dedicate fees or other revenue sources to help achieve this goal. Also consider a procedure of performing a condition assessment prior to replacing a major asset or acquiring a new asset.
 4. Allocating sufficient funds in the multi-year capital plan and annual operations budget for condition assessment, preventative maintenance, repair and replacement of capital assets in order to continue the provision of services that contribute to public health, safety, and quality of life of the public.

Each government should establish an on-going source of funds in both the capital plan and budget for the repair and renewal needs of its assets consistent with this best practice. The Capital Improvement Program (CIP) should also include projections based on the remaining useful life and replacement costs over the next three to ten years regarding the government's intended future investment in these facilities and the estimated impact of these investments toward achieving the minimum or adequate-performance rating for each asset type or class. If the assets are part of the function of an enterprise fund, the rates, fees and charges may need to be adjusted to meet the funding requirements.

5. Monitoring and communicating progress toward stated goals and the overall condition of its capital assets with appropriate controls to ensure the validity and accuracy of the information. This process should describe how actual facility condition and performance compares to the targeted standard for each asset type. Governments should also review and report the operating impacts related to capital investments during project implementation and for a specified time period following project implementation. Governments should likewise monitor and report on the delivery of capital projects by establishing standards for planning, designing and constructing capital projects.³
6. At least every one to three years, providing a "plain language" report on capital facilities to elected officials and made available to the general public that describes:
 1. Condition ratings jurisdiction-wide compared to established policy standards
 2. Condition ratings by geographical area, asset class, and other relevant factors
 3. Indirect condition data (e.g., water main breaks, sewer back-up complaints)
 4. Replacement life cycle(s) by infrastructure type
 5. Funding sources for assets, including any restrictions that might be imposed on use and/or disposal
 6. Year-to-year changes in net value of assets
 7. Actual expenditures and performance data on capital maintenance compared to budgeted expenditures performance data (e.g., budgeted street miles, reconstructed

compared to actual)

8. Long-term trends extending over the prior four to six or more years. Year-to-year expenditure figures are less valuable due to general inflation rates and the changing supply and cost of construction contractors and contract bids over time.
9. Other more “global” measures such as replacement cycle,⁴ year-to-year comparisons of work completed (e.g., miles of sewers, water mains, street lights, etc., repaired/replaced), book value, etc., may also be used.⁵

Notes:

¹ The frequency of physical condition rating and asset inventory updates may vary depending on several factors, including the asset age and type, likelihood of degradation, and ease at which assessments can be conducted.

² These measures include state government-established standards, bridge sufficiency ratings, Pavement Quality Index (PQI) or Pavement Condition Index (PCI), Facility Condition Index (FCI), etc. Indirect measures such as water main breaks, sewage overflows, etc., are also available for certain asset types.

³ Measures to assess the delivery of capital projects may include budget soft versus hard costs, schedule and budget variations, change orders, quality of construction, and architectural/engineering estimates versus actual delivery.

⁴ “Replacement cycle” means the number of years to replace/reconstruct an entire infrastructure network assuming an average annual level of replacement. Example: 500 miles of concrete surface streets in network/ 10 miles average annual miles of streets replaced equals a 50-year replacement cycle. This can be compared to the engineering estimate of the useful life of the average concrete surfaced street.

⁵ Other useful measures of level of effort or condition can be found in internal government database, including department annual reports, fixed asset account records, GIS systems, etc.

References:

- GFOA Best Practice, Points to Consider when Deciding whether to Use the Modified Approach for Recording Infrastructure Assets, 2002.
- John Vogt, *Capital Budgeting and Finance: A Guide for Local Governments*, ICMA, 2004.
- Nicole Westerman, "Managing the Capital Planning Cycle: Best Practice Examples of Capital Program Management", *Government Finance Review*, 2004.
- GFOA Best Practice, Capital Project Budget, 2006.
- GFOA Best Practice, Establishing the Estimated Useful Lives of Capital Assets, 2007.
- GFOA Best Practice, Capital Project Monitoring and Reporting, 2007.
- GFOA & National Advisory Council on State and Local Budgeting Best Practices in Public Budgeting (Practice #s 2.2, 5.2, 6.2, 11.5)
- EPA, *The Clean Water and Drinking Water Gap Analysis*, 2002.
- AWWA, *Dawn of the Replacement Era: Reinvesting in Drinking Water Infrastructure*, 2001.

Applicable to Canadian Governments:

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ADMINISTRATIVE POLICY 5-2:

Policy for Capital Project and Asset Responsibility

Approved: County Administrator

Authority: County Administrator

Clerk of the Board

Date: 6/11/07

I. Purpose

This Capital Project and Asset Responsibility Policy is meant to:

- A. Define the scope, contents, and responsibilities for the annual five-year Capital Project Plan, which applies to all County facilities and all County departments and agencies responsible for those facilities.
- B. Define the responsibility and authority for facility modifications and projects at General Government Facilities only (owned or leased), including what items are normally included in project budgets administered by the General Services Department and who is responsible for the maintenance and replacement of these items after the project is complete.

II. Definitions

- A. **Asset:** An asset is an item that is owned and has value. All items having a life of three years or more and a value of \$5,000 or more are considered "Fixed Assets." Assets are classified as follows:
 1. Real Property: Land and anything permanently attached to the land including buildings, building components such as roof, walls, electrical systems, plumbing systems, HVAC systems, finishes, and site improvements such as pavement, landscaping, etc.
 2. Building Fixtures: Items that are permanently attached to the Real Property, which are not intended to be moved and cannot be removed without significant damage to itself or to the Real Property. A Building Fixture is an asset that is usually generic to most types of buildings, no matter what business is being conducted. Examples include built-in appliances (that serve the building), sinks, toilets, casework, built in cabinetry, UPS systems, automated building controls, and other items physically attached to the building, wiring or plumbing.
 3. Trade Fixtures: Items that are permanently attached to the Real Property, which are specifically used for a business, program or service. Examples include display cases, built-in appliances (that serve the program), program specific signs, modular furniture, kitchen equipment, laundry equipment, specialized security systems, etc. Trade Fixtures are deemed to be part of a business, program or service and are typically removed when the business, program or service relocates.
 4. Personal Property: Items that are not Real Property, Building Fixtures or Trade Fixtures. Personal Property is either not attached to the Real Property (examples: telephone handsets and headsets, furniture, business equipment, carts, televisions, and VCR's) or its attachment is minor and can be removed without damage to itself or the Real Property (examples: free standing items plugged into wall outlets, such as computers, copiers or refrigerators, pictures hung on walls, or free standing bookshelves seismically braced to the wall).

B. **Capital Project:** A “Project” is the planning, design, procurement, construction and all related activities and purchases needed to provide new or modified buildings, building interiors, facilities or sites. A “Capital Project” is a Project valued at \$25,000 or more and primarily relates to Real Property. Capital Projects can include professional consultant services, purchase or construction of Real Property and purchase and installation of Building Fixtures, Trade Fixtures and Personal Property, which are necessary as a part of the total project.

1. Capital Projects can fall into one of two categories:

a. Improvement Projects include construction of a new facility, addition to an existing facility, or reconstruction and/or remodeling of an existing facility. An Improvement Project increases the use, value and/or life of a building, facility or complex. In addition, an Improvement Project can also include:

(1) Studies by professional consultants such as long range plans, design standards or analysis of existing facilities components, structures, or utilities, which are necessary for the implementation of an actual improvement to a building, facility or complex.

(2) The purchase and installation of new equipment and fixtures, including minor equipment where specially included as part of total Improvement Project.

(3) The purchase of property for County use.

(4) Changes to facilities necessary to comply with the Americans with Disabilities Act.

b. Major Repair and Replacement Projects include repairs to existing facilities or replacement of major facility equipment and components that have reached or exceeded their functional lifespan, such as reroofing, replacement of mechanical or electrical equipment, road and parking lot repaving. Major Repair and Replacement Projects are necessary to keep facilities operational for their intended purpose. They do not add value, but they prevent loss of value.

2. **Project Budget:** A “Project Budget” is a spending plan established at the beginning of a specific project, approved by the appropriate funding authority. The Project Budget is a one time expense that can be funded by a variety of possible funding sources including General Fund, grants, reimbursement from State or Federal programs, special revenue funds, department operating budgets, and others.

C. **Capital Project Plan:** The County of Sonoma Capital Project Plan (the Plan) is a compendium of approved Capital Project Plans for all the County departments compiled into one volume for ease of reference and policy guidance to administrative staff. The Plan is prepared pursuant to Division 2, Section 2-8(K) of the Sonoma County Code, which requires the County Administrator to "recommend to the Board of Supervisors a long term capital project program including project priorities, costs, and methods of financing."

1. The Plan may include the specific Capital Project Plans for the following Facility entities:

a. General Government Facilities

b. Water Agency Facilities

Administrative Policy 5-2: Policy for Capital Project and Asset Responsibility

- c. Regional Parks Department Facilities financed from non-General Fund sources
 - d. Fairgrounds Enterprise Fund Facilities
 - e. Community Development Commission and Redevelopment Facilities
 - f. Agricultural Preservation and Open Space District Facilities
 - g. Transportation and Public Works Department Facilities funded by the Road Fund, Sanitation, Refuse, Transit, Airport and other Enterprise Funds, and special districts
2. The Plan shall cover the next five consecutive fiscal years. Each component of the five-year Capital Project Plan is to be updated annually.
- D. General Government Capital Project Plan** is a component of the Sonoma County Capital Project Plan that specifically addresses the capital project needs of General Government County functions and is primarily financed by the County General Fund. Other special funds or sources of revenue may also contribute to the projects in this Plan. The General Government Capital Project Plan does not address capital projects primarily financed by special revenue (i.e. non-General Fund) sources. All County departments are included in the General Government Capital Project Plan except for the following (unless General Fund resources are required):
- 1. Regional Parks
 - 2. Water Agency
 - 3. Library (except Guerneville Library)
 - 4. Fairgrounds
 - 5. Community Development Commission and Redevelopment
 - 6. Agriculture Preservation and Open Space District
 - 7. The Roads and Bridges, Airport, Refuse, Transit, and Special District projects of the Transportation and Public Works Department
- E. General Government Facility:** “General Government Facilities” are county owned or leased facilities whose facility assets are managed by the General Services Department through the General Fund, except for Radio Communication facilities, which are managed by the Information Systems Department. Facilities serving the Human and Health Services Departments are included as General Government Facilities as their facilities are owned by the County and managed by the General Services Department. Primarily, capital projects for these departments are funded by State funds through reimbursement claiming practices or specially designed revenue funds.

With a few exceptions, most other facilities funded by special revenue sources other than the General Fund, such as Regional Parks, Water Agency, Roads and Bridges, etc., are not General Government Facilities. General Government Facilities are divided into the following seven facility groups based on

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common location and similar or related functions.

1. County Administration Center
2. Adult Detention Facilities: Main Adult Detention Facility (MADF) and North County Detention Facility (NCDF)
3. Chanate and Health Services Facilities: Facilities at the Chanate complex, and Health Services facilities outside of Chanate such as Orenda Center
4. Los Guilicos and Juvenile Facilities: Juvenile Justice and other facilities at Los Guilicos Center and other juvenile facilities such as the Youth Camp
5. Radio Communications: Countywide radio system facilities
6. Veterans/Community Service Buildings
7. Other Facilities: facilities not included in other categories including leased facilities

F. Occupying Department: A County department or agency whose personnel, Trade Fixtures or Personal Property occupy a General Government Facility.

III. Capital Project Plan Policy**A. Responsibilities:**

1. Each department head or agency director of the facility entities shown above (Definitions II.C.1.a. through g.) is responsible for preparing and submitting their 5-year capital project plans to General Services. These plans will then be submitted to the Board of Supervisors. Department heads and agency directors should coordinate and review their plans with the County Administrator's Office prior to submission.
2. The Director of General Services, under the authority of the County Administrator, has the responsibility for preparing and submitting the 5-year General Government Capital Project Plan to the Board of Supervisors on an annual basis.
3. The Director of General Services has the additional responsibility for prescribing a format and compiling an annual compendium of capital project plans to be known as the Sonoma County Capital Project Plan.

B. Criteria for General Government Capital Projects

1. All projects in the General Government Capital Project Plan must serve to implement or be consistent with the master plans for major County complexes and facilities, and the County's overall long-range strategic goals.
2. Capital projects that are funded by outside, non-General Fund sources may be given separate consideration to avoid losing these funds as long as the projects conform to an appropriate master plan.
3. The criteria for funding, prioritizing and scheduling projects paid for by the General Fund for inclusion in the General Government Capital Project Plan are normally the following, in order of priority:

- a. Required to meet compelling health, safety, legal or code compliance, a mandate of the Board of Supervisors, or a court order.
- b. Previously approved phases of a project, which are integral to completing its initial scope.
- c. Required to keep an existing building, facility or complex operational. Provides measurable economic benefit or avoids economic loss to the County. Serves to maintain or improve infrastructure of the County as a general benefit to County operations and services.
- d. Alleviates constraints and impediments to effective public access and service such as improvements regarding space limitations or inefficient layout of space in County buildings or facilities, provisions for expanded or changed programs or services, or improvements to heating, ventilation or other work environment conditions.
- e. Improves the environmental quality or aesthetics of County facilities and complexes.

IV. Project Budget Policy

A Project Budget is typically meant to pay for a total, completed Project that meets the Project's goals and objectives, and can include the following:

- A. Real Property and Building Fixtures: Project Budgets pay for the purchase, construction and/or installation of all Real Property and Building Fixtures.
- B. Trade Fixtures and Personal Property: Project Budgets may also pay for Trade Fixtures and Personal Property when the item needs to be controlled or coordinated with the main Project, or is necessary as a part of the total Project (see attached Allocation of Furniture and Equipment Costs matrix). Even if the Project Budget initially purchases Trade Fixtures or Personal Property, the responsibility for maintenance, operation and replacement of the item is described under Asset Responsibility Policy below. Project Budgets may pay for Trade Fixtures or Personal Property for the following reasons:
 1. The item must be closely coordinated with construction such as modular workstations, built-in fixtures, conduit or wiring.
 2. The item is normally provided and installed by the general contractor, such as lockers.
 3. The item must be closely coordinated with the purchase and installation of a larger furniture and equipment package.
 4. The item must integrate with building systems such as security and access control systems.
 5. Control of the item is necessary for the overall esthetics of the project, such as furniture and window coverings
- C. Services: Project Budgets pay for all consultant and professional services required to design, manage, control and complete the project. These services include architects, cost estimators, engineers, project management, testing and inspection, and others. Occupying Department staff time spent related to the project is not paid by the project budget.
- D. Moving and Relocation: Project Budgets pay for moving and relocating tangible items as required by the project including existing furniture, equipment, telephone/data equipment, and other Personal Property.

Administrative Policy 5-2: Policy for Capital Project and Asset Responsibility

Project Budgets do not pay for other costs associated with relocation including change of stationery, notification to clients, newspaper ads, etc.

- E. Budget Constraints: What is included in specific Capital Project Budgets may differ due to budget constraints, funding source requirements or management decisions.
- F. Use of Fund Balance: At the completion of a project any unused funds from the Project Budget will be returned to the original funding source. If the original funding source is the General Fund, the unused fund balance may be used for other Capital Projects based on their priority, with approval of the County Administrator.

V. Asset Responsibility Policy

- A. The General Services Department (GSD) has exclusive responsibility and authority for the following:
 - 1. Any and all modifications to Real Property (except for landscaping) and Building Fixtures at all County owned General Government Facilities. Responsibility and authority for modifications at leased facilities depends on the terms of the lease. Funding for modifications is to be determined on a case-by-case basis.
 - 2. Development and maintenance of Real Property (except for landscaping) and Building Fixtures for County owned facilities (not including leased facilities) in order to ensure that the long-term value of the Fixed Asset is not diminished and its functionality is maintained and not degraded.
 - 3. For leased facilities, responsibility for development and maintenance of Real Property and Building Fixtures depends on the terms of the lease.
 - 4. Lease negotiation and management is the responsibility of the General Services Department Real Estate Manager as described in the County Administrator's Office Administrative Policy 7-2.
 - 5. Administration of facility related Projects pursuant to the Public Contracts Code, Uniform Building Code and other laws, policies and regulations for General Government Facilities.
 - 6. Safe operation and maintenance of the Real Property and Building Fixtures at County owned facilities (responsibility for operation and maintenance at leased facilities depends on the terms of the lease).
- B. The Regional Parks Department (RPD) has exclusive responsibility and authority for the following:
 - 1. Any and all modifications, development and maintenance of landscaping at County owned General Government Facilities. When landscaping is part of a Capital Project managed by GSD, RPD will provide oversight and approval of the landscaping components.
 - 2. Administration of landscape related Projects pursuant to the Public Contracts Code, Uniform Building Code and other laws, policies, and regulations for General Government Facilities.
 - 3. Safe operation and maintenance of landscaping at County owned facilities
- C. Occupying Departments are responsible for the following:
 - 1. Maintain, repair and replace Trade Fixtures and Personal Property used for programmatic purposes.

- Replacement of Trade Fixtures over \$25,000 may be funded through the Capital Project Plan and Budget, according to priority.
2. Safe operation and maintenance of Trade Fixtures and Personal Property. If there is an impact on the Real Property or Building Fixtures, GSD may assume responsibility.
- D. General Services, Regional Parks and Occupying Departments have responsibility to ensure that activities are carried out safely, efficiently, in compliance with all applicable laws and ordinances, and at the lowest total cost to the County. In meeting this responsibility, departments should make sure that employees work within their job classification and not perform tasks for which they are not trained or equipped to do, such as moving furniture or working on building systems.
 - E. General Services, Regional Parks and the Occupying Department acknowledge their respective capabilities and roles and their mutual dependency in the conduct of business, and will cooperate in day-to-day operations.
 - F. Upon agreement and on a case-by-case basis, General Services may assist the Occupying Department in maintaining those items that are the Occupying Department's responsibility based on the technical capability and staff resources available. Financial responsibility shall be negotiated in each situation and are subject to periodic review. General Services will determine when it is no longer economically beneficial to continue to maintain a programmatic Asset and will advise of the need for replacement in time to be included in the operating budget request of the Occupying Department. If General Services agrees to maintain an item that is the responsibility of the Occupying Department, General Services shall review and approve the replacement of that item.
 - G. When necessary, General Services and the Occupying Department will identify specific Assets to be maintained and establish a list that identifies responsibility pursuant to this Policy. Periodically, this list shall be reviewed by the department heads for each organization to ensure that operations are as efficient and cost effective as possible for their respective departments and the County as a whole.
 - H. Damage resulting from negligence or vandalism shall be repaired at the expense of the department or agency that has best opportunity to control it.
 - I. When it is in the best interest of the County, the County Administrator may direct financial arrangements that differ from this policy.

Attachment: Allocation of Furniture and Equipment Costs for Project Budgets – Baseline List (Typical Tenant Improvement project).

ALLOCATION OF FURNITURE AND EQUIPMENT COSTS FOR PROJECT BUDGETS

Baseline List (Typical Tenant Improvement Project)

Allocation for specific projects depends on budget goals and constraints.

Item	Furniture and Equipment Cost		Primary Reason					Maintenance and Replacement Responsibility		
	Proj Bgt	Operating or Other Bgt	Comment	Coordination w/ Construction	Normally Provided by Contractor	Coordination w/ Furniture, Fixtures and Equipment	Integrates with Bldg System	Aesthetics	General Services	Operating Department
Office Furniture										
Built-in cabinetry	■			■	■			■	■	
Room signage	■			■	■			■	■	
Window coverings	■							■	■	
Modular work stations	■		If new or reconditioned, deemed necessary by County Architect and within budget constraints	■		■		■		■
Tables	■		If new, deemed necessary by County Architect and within budget constraints	■		■		■		■
Chairs, stools, sofas and benches	■		If new, deemed necessary by County Architect and within budget constraints			■		■		■
Modular reception desks	■		If new or reconditioned, deemed necessary by County Architect and within budget constraints			■		■		■
Built-in reception desks	■		If new, deemed necessary by County Architect and within budget constraints	■				■	■	
Freestanding and mobile desks and credenzas	■		If new, deemed necessary by County Architect and within budget constraints			■		■		■
File cabinets	■		If new, deemed necessary by County Architect and within budget constraints			■		■		■
Bookshelves	■		If new, deemed necessary by County Architect and within budget constraints. Requires seismic bracing			■		■		■

ALLOCATION OF FURNITURE AND EQUIPMENT COSTS FOR PROJECT BUDGETS

Baseline List (Typical Tenant Improvement Project)

Allocation for specific projects depends on budget goals and constraints.

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	Proj Bgt	Operating or Other Bgt	Comment	Coordination w/ Construction	Normally Provided by Contractor	Coordination w/ Furniture, Fixtures and Equipment	Integrates with Bldg System	Aesthetics	General Services	Operating Department
Storage shelving	■		If new, deemed necessary by County Architect and within budget constraints. Requires seismic bracing.	■						■
Trash and recycling cans		■		■						■
Coat racks		■		■						■
Office accessories		■								■
Office Equipment										
Desktop computers		■								■
Printers		■								■
Fax machines		■								■
Copiers		■								■
Scanners		■								■
Typewriters		■								■
Cellular telephones and pagers		■								■
Software		■								■

ALLOCATION OF FURNITURE AND EQUIPMENT COSTS FOR PROJECT BUDGETS

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Allocation for specific projects depends on budget goals and constraints.

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	Proj Bgt	Operating or Other Bgt	Comment	Coordination w/ Construction	Normally Provided by Contractor	Coordination w/ Furniture, Fixtures and Equipment	Integrates with Bldg System	Aesthetics	General Services	Operating Department
Servers		■								■
Computer cable locks		■								■
Electronic and Audio/Visual Equipment										
Telephone handsets and headsets		■								■
Proxy card readers and hardware	■		Typically provided for doors at the perimeter of the department space.				■		■	
X-Ray screening equipment		■	Architect coordination and approval required							■
Conduit and wiring (security systems, data/phone/TV, internal building antenna – for handheld radios)	■			■	■		■		■	
Computer network switches	■			■			■			■
Duress/alarm buttons	■			■			■		■	
AV carts		■								■
TV sets		■								■
Television set wall mounts	■			■					■	

ALLOCATION OF FURNITURE AND EQUIPMENT COSTS FOR PROJECT BUDGETS

Baseline List (Typical Tenant Improvement Project)

Allocation for specific projects depends on budget goals and constraints.

Item	Furniture and Equipment Cost		Primary Reason					Maintenance and Replacement Responsibility		
	Proj Bgt	Operating or Other Bgt	Comment	Coordination w/ Construction	Normally Provided by Contractor	Coordination w/ Furniture, Fixtures and Equipment	Integrates with Bldg System	Aesthetics	General Services	Operating Department
DVD/VCR players		■								■
Built-in movie projection screens	■			■					■	
Free standing movie projection screens		■								■
Ceiling mounted projectors		■	Architect coordination required							■
Freestanding AV equipment		■								■
Food Service Equipment										
Under counter refrigerators		■	Architect coordination required							■
Freestanding refrigerators		■								■
Microwave ovens attached to or within casework		■	Architect coordination required							■
Countertop microwave ovens		■								■
Specialty Equipment and Supplies										
Lockers	■			■						■
Benches	■			■						■

ALLOCATION OF FURNITURE AND EQUIPMENT COSTS FOR PROJECT BUDGETS

Baseline List (Typical Tenant Improvement Project)

Allocation for specific projects depends on budget goals and constraints.

Item	Furniture and Equipment Cost			Primary Reason					Maintenance and Replacement Responsibility	
	Proj Bgt	Operating or Other Bgt	Comment	Coordination w/ Construction	Normally Provided by Contractor	Coordination w/ Furniture, Fixtures and Equipment	Integrates with Bldg System	Aesthetics	General Services	Operating Department
Bulletin boards and marker boards	■			■				■		■
Built-in mail handling equipment	■			■				■	■	
Bathroom and toilet accessories	■		Coordinate with Fac Ops dispensing standards	■					■	
Built-in floor mats	■			■		■			■	
Floor mats		■	May be provided by Fac Ops						■	
Janitorial equipment/supplies		■	May be provided by Fac Ops						Varies	Varies

USE OF CONTINGENCIES

Description	Amount
CALLE Task Force stipend, training/travel, & program	\$111,600
Extend CALLE Task Force support through June 30, 2015	\$39,830
CALLE Total	\$151,430
County Counsel salary equity adjustments	\$134,100
Animal Care & Control support for FY 2013-14 staffing	\$7,500
Agricultural Commissioner’s Office Re-organization - Chief Environmental Engineer.	\$52,000
Health-Animal Care: partial year increased staffing cost	\$35,145
Agricultural Commissioner partial year increased staff to provide land sustainability engineering.	\$52,000
General Services Director position succession staffing costs.	\$50,000
2nd Q Consolidated Budget Adjustment	\$128,000
County Counsel fees for Winery Events Study Session Report	\$68,272
County Counsel (CBA)	\$10,000
Janitorial Services Living Wage Ordinance implementation (CBA)	\$97,532
District Attorney CBA for 1.0 FTE Legal Assistant and 1.0 FTE Legal Secretary to support increased workload associated with use of Body Worn Camera video in review of cases and preparation for trial, including transcription of audio components.	\$148,302
Public Defender to fund 1.0 FTE Deputy Public Defender IV to provide criminal legal services in an additional misdemeanor courtroom, which was established by the Sonoma County Superior Court to meet increased misdemeanor caseload demand.	\$145,017
Health Services one-time to finance an Environmental Health Program Manager to support cannabis ordinance development and related work.	\$152,760
Misc Classification Changes & Budget Adjustments (Fleet Operations)	\$4,903
Dept. Support Total	\$1,085,531
Registrar of Voters June 2015 election costs	\$530,000
Regional Parks Special Transactions and Use Tax Ordinance ballot measure costs	\$280,000
PRMD Community Separators Protection Ordinance ballot measure costs	\$279,585
Cannabis ballot measure	\$400,000
Election Costs Total	\$1,489,585
Re-budget prior year transfer to Central Mechanical Plant capital project;	\$94,695
Veterans Memorial Buildings	\$70,391
Chanate Property Repurposing	\$100,000
General Services contract with First Alarm and Professional Event Security for security patrols	\$75,336
County parking lot sweeping for NPDES compliance	\$82,810
Operating cost for returning mgt of Vets Bldgs to General Svcs Dpt	\$55,180
Facilities Total	\$478,412
Santa Rosa Plan Underground Study	\$20,000
Groundwater Total	\$20,000
Arnold Drive Bike Lane Feasibility Study	\$50,000

USE OF CONTINGENCIES

Description	Amount
Quiet Zones at Railroad Crossings	\$800,000
Infrastructure Total	\$850,000
Outside Counsel and Technical Consultant	\$87,500
Legal Total	\$87,500
Resource Conservation Districts county-wide land conservation aid and education.	\$160,000
Sheriff Chaplaincy 3-year agreement	\$24,200
Preschool Facilities Grant Program	\$305,000
Palms Inn Single Room Occupancy Units	\$200,000
Agreement with Sonoma County Public Law Library	\$40,000
Resource Conservation District 2-Year Memorandum of Understanding Agreement	\$250,000
Outside Agency Support Total	\$979,200
Regional Park Planning and Maintenance	\$40,000
Sonoma County Integrated Parks Plan	\$28,177
Name change of fields at Ragle Ranch to Rudy Theirlller Memorial Athletic Fields	\$2,500
Andy's Unity Park - Construction Re-Bid Aware and Direction on Funding Gap	\$698,559
Parks Total	\$769,236
Community Separator Work Plan	\$57,250
PRMD Work Total	\$57,250
IHSS Public Authority / SEIU Local 2015 MOU	\$204,137
Aging Together Initiative	\$10,000
Senior Homeless Prevention Program	\$37,500
Senior Total	\$251,637
Sebastopol Center for the Arts for the AARP Tax-Aide Program Sebastopol Veteran's Memorial Building from 2/5/15 -4/9/15	\$4,525
Russian River Sister's free Christmas dinner at the Guerneville Veteran's Memorial Building on December 25, 2014.	\$760
Operation Access medical volunteers event "Healthy Spirits - A Celebration of Operation Access Medical Volunteers" on December 9, 2014.	\$2,500
Contribution to Leadership Institute for Ecology and the Economy's workshop: A Call to Advance Social Equity Workshop.	
Sponsorship Deputy Sheriff Deeds Memorial Highway Sinage	\$35,000
Art Ibleto's Pasta King Fundraiser for Nepal	\$1,770
Sponsorship of the 2016 Latino State of the County Event	\$8,000
Sponsorship Total	\$52,555
Program Planning and Evaluation Analyst for Upstream Investments technical assistance	\$82,970
Upstream Total	\$82,970
Senior OA for Veterans Service Office	\$50,163
Veterans Svcs Total	\$50,163
Subsidized Transit Fare Program for College Students & Veterans (partial year)	\$155,500
Subsidized Transit Program	\$115,000

USE OF CONTINGENCIES

Attachment D

Description	Amount
Transit Fare Program for Veterans & College Students	\$123,916
Vets/Students Total	\$394,416
Bodega Volunteer Fire Dept.'s Big Event on 8/3/14	\$1,864
National Night Out Farm Watch Parade	\$136
Community and Family Service Agency's community meals program and annual Thanksgiving free meal at the Guerneville Veteran's Building during FY 14-15.	\$4,763
Slow Food Russian River to operate a community apple press at Luther Burbank Experiment Farm.	\$2,500
Building permit and driveway inspection fees for Sonoma County Horse Council for the improvements to the equestrian parking lot at Bodega Head on Bayflat Road.	\$573
Historic Rio Nido sign project.	\$1,142
Building permit fees for the Rancho Adobe Fire District incurred in the replacement of HVAC.	\$156
Fee Waivers	\$19,919
Forestville Youth Park BBQ - Fee Waiver	\$4,347
Boys & Girls Club Probation Fee Waiver for Fingerprinting	\$2,000
Bodega Bay Fire Dept. 4th July Fireworks Regional Parks Permit Fee	\$1,143
Cloverdale Food Pantry Xmas in June - Building Fee Waiver	\$1,085
Occidental Center for the Arts - Fee Waiver Use Permit Modification	\$1,247
Council on Aging - Fee Waiver for Health Inspection Fees	\$8,369
Health Inspection Fees for Sonoma Home Meals	\$914
Kenwood July 4th Hometown Parade Fee Waiver	\$586
Blood Centers Sonoma Veterans Building Fee Waiver	\$3,950
Occidental Center for the Arts Use Permit	\$2,426
Monte Rio Russian River Car Show	\$1,645
Bodega Volunteer Fire Big Event	\$1,864
Day Use Parking Fees for Sea Ranch	\$10,000
Rent Reduction for the Kindergym Program	\$4,885
Regional Parks Day Use Fee Waiver to Honor Veterans	\$3,500
Waivers Total	\$79,014
Youth Ecology Corps and Fire Mt. Pilot	\$102,500
Youth Total	\$102,500
For Fiscal Years FY 2014-15, 2015-16, and 2016-17	\$6,981,399
<i>Annual Average</i>	<i>\$2,327,133</i>



BEST PRACTICE

Fund Balance Guidelines for the General Fund

BACKGROUND:

In the context of financial reporting, the term *fund balance* is used to describe the net position of governmental funds calculated in accordance with generally accepted accounting principles (GAAP). Budget professionals commonly use this same term to describe the net position of governmental funds calculated on a government's budgetary basis.¹ While in both cases *fund balance* is intended to serve as a measure of the financial resources available in a governmental fund; it is essential that differences between GAAP *fund balance* and budgetary *fund balance* be fully appreciated.

1. GAAP financial statements report up to five separate categories of fund balance based on the type and source of constraints placed on how resources can be spent (presented in descending order from most constraining to least constraining): *nonspendable fund balance*, *restricted fund balance*, *committed fund balance*, *assigned fund balance*, and *unassigned fund balance*.² The total of the amounts in these last three categories (where the only constraint on spending, if any, is imposed by the government itself) is termed *unrestricted fund balance*. In contrast, budgetary fund balance, while it is subject to the same constraints on spending as GAAP fund balance, typically represents simply the total amount accumulated from prior years at a point in time.
2. The calculation of GAAP fund balance and budgetary fund balance sometimes is complicated by the use of sub-funds within the general fund. In such cases, GAAP fund balance includes amounts from all of the subfunds, whereas budgetary fund balance typically does not.
3. Often the timing of the recognition of revenues and expenditures is different for purposes of GAAP financial reporting and budgeting. For example, encumbrances arising from purchase orders often are recognized as expenditures for budgetary purposes, but never for the preparation of GAAP financial statements.

The effect of these and other differences on the amounts reported as *GAAP fund balance* and *budgetary fund balance* in the general fund should be clarified, understood, and documented.

It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates.

In most cases, discussions of fund balance will properly focus on a government's general fund. Nonetheless, financial resources available in other funds should also be considered in assessing the adequacy of unrestricted fund balance in the general fund.

RECOMMENDATION:

GFOA recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund for GAAP and budgetary purposes.³ Such a

guideline should be set by the appropriate policy body and articulate a framework and process for how the government would increase or decrease the level of unrestricted fund balance over a specific time period.⁴ In particular, governments should provide broad guidance in the policy for how resources will be directed to replenish fund balance should the balance fall below the level prescribed.

Appropriate Level. The adequacy of unrestricted fund balance in the general fund should take into account each government's own unique circumstances. For example, governments that may be vulnerable to natural disasters, more dependent on a volatile revenue source, or potentially subject to cuts in state aid and/or federal grants may need to maintain a higher level in the unrestricted fund balance. Articulating these risks in a fund balance policy makes it easier to explain to stakeholders the rationale for a seemingly higher than normal level of fund balance that protects taxpayers and employees from unexpected changes in financial condition. Nevertheless, GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.⁵ The choice of revenues or expenditures as a basis of comparison may be dictated by what is more predictable in a government's particular circumstances.⁶ Furthermore, a government's particular situation often may require a level of unrestricted fund balance in the general fund significantly in excess of this recommended minimum level. In any case, such measures should be applied within the context of long-term forecasting, thereby avoiding the risk of placing too much emphasis upon the level of unrestricted fund balance in the general fund at any one time. In establishing a policy governing the level of unrestricted fund balance in the general fund, a government should consider a variety of factors, including:

1. The predictability of its revenues and the volatility of its expenditures (i.e., higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile);
2. Its perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts);
3. The potential drain upon general fund resources from other funds, as well as, the availability of resources in other funds;
4. The potential impact on the entity's bond ratings and the corresponding increased cost of borrowed funds;
5. Commitments and assignments (i.e., governments may wish to maintain higher levels of unrestricted fund balance to compensate for any portion of unrestricted fund balance already committed or assigned by the government for a specific purpose). Governments may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purpose and focus on unassigned fund balance, rather than on unrestricted fund balance.

Use and Replenishment.

The fund balance policy should define conditions warranting its use, and if a fund balance falls below the government's policy level, a solid plan to replenish it. In that context, the fund balance policy should:

1. Define the time period within which and contingencies for which fund balances will be used;
2. Describe how the government's expenditure and/or revenue levels will be adjusted to match any new economic realities that are behind the use of fund balance as a financing bridge;
3. Describe the time period over which the components of fund balance will be replenished and the means by which they will be replenished.

Generally, governments should seek to replenish their fund balances within one to three years of use. Specifically, factors influencing the replenishment time horizon include:

1. The budgetary reasons behind the fund balance targets;
2. Recovering from an extreme event;
3. Political continuity;
4. Financial planning time horizons;
5. Long-term forecasts and economic conditions;
6. External financing expectations.

Revenue sources that would typically be looked to for replenishment of a fund balance include nonrecurring revenues, budget surpluses, and excess resources in other funds (if legally permissible and there is a defensible rationale). Year-end surpluses are an appropriate source for replenishing fund balance.

Unrestricted Fund Balance Above Formal Policy Requirement. In some cases, governments can find themselves in a position with an amount of unrestricted fund balance in the general fund over their formal policy reserve requirement even after taking into account potential financial risks in the foreseeable future. Amounts over the formal policy may reflect a structural trend, in which case governments should consider a policy as to how this would be addressed. Additionally, an education or communication strategy, or at a minimum, explanation of large changes in fund balance is encouraged. In all cases, use of those funds should be prohibited as a funding source for ongoing recurring expenditures.

Notes:

1. For the sake of clarity, this recommended practice uses the terms GAAP fund balance and budgetary fund balance to distinguish these two different uses of the same term.
2. These categories are set forth in Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.
3. Sometimes restricted fund balance includes resources available to finance items that typically would require the use of unrestricted fund balance (e.g., a contingency reserve). In that case, such amounts should be included as part of unrestricted fund balance for purposes of analysis.
4. See Recommended Practice 4.1 of the National Advisory Council on State and Local Budgeting governments on the need to "maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures" (Recommended Practice 4.1).
5. In practice, a level of unrestricted fund balance significantly lower than the recommended minimum may be appropriate for states and America's largest governments (e.g., cities, counties, and school districts) because they often are in a better position to predict contingencies (for the same reason that an insurance company can more readily predict the number of accidents for a pool of 500,000 drivers than for a pool of fifty), and because their revenues and expenditures often are more diversified and thus potentially less subject to volatility.
6. In either case, unusual items that would distort trends (e.g., one-time revenues and expenditures) should be excluded, whereas recurring transfers should be included. Once the decision has been made to compare unrestricted fund balance to either revenues and/or expenditures, that decision should be followed consistently from period to period.

Applicable to Canadian Governments:

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OFFICE OF THE COUNTY ADMINISTRATOR

COUNTY OF SONOMA

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CHRISTINA RIVERA
 ASSISTANT COUNTY ADMINISTRATOR

PETER RUMBLE
 DEPUTY COUNTY ADMINISTRATOR

REBECCA WACHSBERG
 DEPUTY COUNTY ADMINISTRATOR

June 13, 2017

To: Members of the Board of Supervisors

From: Sheryl Bratton, County Administrator

Re: Suggested Annual General Fund Reserve Contributions

In accordance with the Board of Supervisors' existing financial policies and earlier guidance from the Government Finance Officers Association (GFOA), the County has strived to maintain total General Fund discretionary reserves equal to 5% - 15% of annual General Fund operating revenues. To date, the General Fund Reserve stands at \$53,053,495.

GFOA now recommends that general-purpose governments, such as the County of Sonoma, maintain minimum general fund reserves equal to no less than two months of regular general fund operating expenses or revenues. The FY 2017-2018 Recommended Budget includes General Fund operating expenses of \$453,217,351, excluding capital projects. The County would require \$75,536,225 of general fund reserves to cover two months of operating expenses, which is equivalent to 16.7% of annual expenses. The following table presents the County's current General Fund reserve and Staff's recommended contributions to move towards the 16.7% target over the next 10 fiscal years.

GENERAL FUND	FY 2016-17 Adopted	FY 2017-18 Recomm.	FY 2018-19 Projected	FY 2019-20 Projected	FY 2020-21 Projected
OPERATING EXPENSES	\$440,578,152	\$453,217,351	\$469,079,958	\$483,152,357	\$495,231,166
RESERVE	\$53,053,495	\$54,386,082	\$58,634,995	\$62,809,806	\$66,856,207
% of Revenues	12.0%	12.0%	12.5%	13.0%	13.5%
Contribution Required		\$1,332,587	\$4,248,913	\$4,174,812	\$4,046,401



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REBECCA WACHSBERG
 DEPUTY COUNTY ADMINISTRATOR

June 12, 2017

To: Members of the Board of Supervisors

From: Sheryl Bratton, County Administrator

Re: Understanding Differences between the Budget and the Comprehensive Annual Financial Report (“CAFR”)

The Board has expressed interest in better understanding how the County’s Comprehensive Annual Financial Report (“CAFR”) relates to the County’s budget. The purpose of this memo is to provide a high level explanation of the differences between the CAFR and the County’s budget, as both documents are produced to meet substantially different requirements. The budget is a prospective operational plan that allows us to control our expenditures and monitor our revenues, while the CAFR is an audited evaluation of actuals with limited budget data that ensures our financial statements have been fairly stated.

The first significant reporting difference is how the two documents are summarized from a service level perspective. The CAFR information is reported on a fund basis while the budget shows information by department. The budget then groups departments together to create functional areas (such as “Justice Services”) to more easily tell citizens what services we are funding when we develop our budget. There is not a one to one correlation between CAFR reporting units and departments. Departments often have multiple fund types, so portions of a given department will appear in different CAFR reporting units. These cross relationships are defined in a matrix that is maintained by staff at the Auditor-Controller-Treasurer-Tax Collector’s Office. To better understand these differences, the tables below show the CAFR and budget groupings.

Table 1. CAFR Reporting Units

1991 Realignment	Heavy Equipment Internal Service Fund
2011 Realignment	Human Services
Advertising	Insurance Internal Service Fund
Airport	Mandated Revenues
Capital Projects	Marinas
Community Development Commission	Open Space District
Debt Service	Open Space Spec. Tax Acct.
Employee Retirement Internal Service Fund	Other Districts (Proprietary)
Energy Independence Program	Other Special Revenue
ERP Systems Internal Service Fund	Refuse
Fire and Emergency	Roads
First 5 So. Co. Commission	SCWA/CSD Discrete CU
General	Special Districts
Health and Sanitation	Transit
Sonoma County Fair	Fiduciary Funds

Table 2. Budget Book Functional Groups and Departments

Administrative Support & Fiscal Services	Health & Human Services
County Administrator	Department of Health Services
County Counsel	Human Services
Human Resources	Child Support Services
General Services	
Information Systems	Development Services
Other General Government	PRMD
Special Projects Division	Community Development Comm.
Auditor-Controller-Treasurer-Tax Collector	Fire and Emergency Services
Debt Service Funds	Transportation & Public Works
Clerk Recorder Assessor	Sonoma County Water Agency
	Economic Development Board
Justice Services	Regional Parks
Court Support Services Div	
Probation	Other County Services
District Attorney	Open Space
Public Defender	Agricultural Commissioner
Sheriff	UC Cooperative Extension
	Advertising Division
Capital Project Services	Ind Office Law Enf Rvw/Outrch

The second significant reporting difference is that these two documents adhere to different accounting standards to meet their required purposes. Examples of these differences are as follows.

- a. The Fair is included in the CAFR, not in the budget.
- b. Operating Transfers are reported differently. In the departmental budget pages, internal operating transfers appear as part of the departments' expenditures, while in the CAFR, internal transfers within the fund groups are eliminated.
- c. Reimbursements are reported differently. In the departmental budget pages, reimbursements are reported as revenues, while in the CAFR reimbursements are negative expenditures.
- d. In the budget, proprietary fund types budget expenditures for capital outlays, but in the CAFR these are treated as capital assets, which means they do not appear as an expense.
- e. The summary pages of the budget book show use of, or contribution to fund balance, which allows for the presentation of a balanced budget. However, because there is no actual transaction associated with this, it does not appear in the CAFR.
- f. In the summary pages of the CAFR, Internal Service Fund activity is backed out. This is not done in the budget book.
- g. In the summary pages of the CAFR, financial information is presented showing full accrual accounting, but in the budget, governmental funds are developed based on modified accrual accounting. This means that in the budget, debt payments appear as an expenditure. However, in the CAFR this is treated as a reduction in liability, so these transactions do not appear as an expense.

Despite the differences between these two documents, they share two points of nexus.

First, while the CAFR is prepared by County staff, it is audited by an external auditor to confirm that the presentation of data in the CAFR is accurate. The first step in this process is confirming that our actual revenues and expenditures within our accounting system are stated correctly. This means that, when completing an analysis of budget to actuals for past years, the actuals in the County's accounting system have been audited and can be relied upon. See attached Fiscal Year 2014-2015 and 2015-2016 system generated reports comparing final revised budgets against actual expenses and revenues recorded.

Second, there is one area where it is possible to reconcile the budget book and CAFR, and that is with the General Fund portion of Schedule 4 of the budget book, which demonstrates our General Fund balance. This can be balanced with the General Fund balance sheet in the CAFR. In our efforts for continuous improvement, Auditor-Controller and County Administrator staff have taken actions to ensure that these two sources will align for Fiscal Year 2016-2017 and going forward.

FY 14-15 Budget to Actuals

Department	Revised Budget	Year End Actuals	Actual vs Budget (under)/over
Administrative Support and Fiscal Services			
Board of Supervisors/County Administrator			
All Expense/Expenditure Accts	5,342,411	5,012,806	(329,605)
All Revenues	1,133,231	1,125,458	(7,773)
Net Cost	4,209,180	3,887,348	(321,832)
County Counsel Department			
All Expense/Expenditure Accts	4,975,524	5,089,382	113,858
All Revenues	3,081,822	3,520,961	439,139
Net Cost	1,893,702	1,568,421	(325,281)
Human Resources Department			
All Expense/Expenditure Accts	61,474,313	43,842,696	(17,631,617)
All Revenues	39,854,416	34,014,322	(5,840,094)
Net Cost	21,619,897	9,828,374	(11,791,523)
General Services Department			
All Expense/Expenditure Accts	27,741,154	23,062,109	(4,679,045)
All Revenues	8,283,713	6,525,044	(1,758,669)
Net Cost	19,457,441	16,537,065	(2,920,376)
Information Systems Department			
All Expense/Expenditure Accts	29,996,892	20,485,526	(9,511,366)
All Revenues	24,545,802	18,549,433	(5,996,369)
Net Cost	5,451,090	1,936,093	(3,514,997)
Non-Departmental			
All Expense/Expenditure Accts	101,903,586	58,298,750	(43,604,836)
All Revenues	282,319,365	302,039,722	19,720,357
Net Cost	-180,415,779	-243,740,972	(63,325,193)
ACTTC Department			
All Expense/Expenditure Accts	155,221,195	136,547,450	(18,673,745)
All Revenues	124,729,881	136,402,390	11,672,509
Net Cost	30,491,314	145,060	(30,346,254)
Clerk Recorder Assessor Dept			
All Expense/Expenditure Accts	21,740,329	17,742,974	(3,997,355)
All Revenues	5,769,293	5,396,354	(372,939)
Net Cost	15,971,036	12,346,620	(3,624,416)

Department	Revised Budget	Year End Actuals	Actual vs Budget (under)/over
Justice Services			
Court Support			
All Expense/Expenditure Accts	16,124,655	13,162,913	(2,961,742)
All Revenues	5,172,313	5,083,799	(88,514)
Net Cost	10,952,342	8,079,114	(2,873,228)
Probation Department			
All Expense/Expenditure Accts	52,234,629	45,353,318	(6,881,312)
All Revenues	17,904,268	17,550,653	(353,615)
Net Cost	34,330,361	27,802,665	(6,527,697)
District Attorney Department			
All Expense/Expenditure Accts	22,069,259	21,505,858	(563,401)
All Revenues	7,924,244	9,808,991	1,884,747
Net Cost	14,145,015	11,696,867	(2,448,148)
Public Defender Department			
All Expense/Expenditure Accts	9,615,081	9,607,426	(7,655)
All Revenues	200,783	204,114	3,331
Net Cost	9,414,298	9,403,312	(10,986)
Sheriff Department			
All Expense/Expenditure Accts	149,235,038	141,077,986	(8,157,052)
All Revenues	67,217,237	68,133,452	916,215
Net Cost	82,017,801	72,944,534	(9,073,267)
Health & Human Services			
Department of Health Services			
All Expense/Expenditure Accts	221,919,367	211,193,737	(10,725,630)
All Revenues	206,955,629	193,846,791	(13,108,838)
Net Cost	14,963,738	17,346,946	2,383,208
Human Services Department			
All Expense/Expenditure Accts	243,194,476	227,946,021	(15,248,455)
All Revenues	213,932,679	200,794,978	(13,137,701)
Net Cost	29,261,797	27,151,043	(2,110,754)
IHSS			
All Expense/Expenditure Accts	1,321,448	979,124	(342,324)
All Revenues	1,321,448	989,093	(332,355)
Net Cost	0	-9,969	(9,969)
Child Support Services Dept			
All Expense/Expenditure Accts	14,430,385	11,355,221	(3,075,163)
All Revenues	14,486,203	11,355,221	(3,130,982)
Net Cost	-55,818	0	55,819

Department	Revised Budget	Year End Actuals	Actual vs Budget (under)/over
Development Services			
PRMD Department			
All Expense/Expenditure Accts	22,683,503	17,915,987	(4,767,516)
All Revenues	17,882,572	15,962,536	(1,920,036)
Net Cost	4,800,931	1,953,451	(2,847,480)
Community Development Comm.			
All Expense/Expenditure Accts	49,714,845	38,968,099	(10,746,746)
All Revenues	39,240,054	47,989,035	8,748,981
Net Cost	10,474,791	-9,020,936	(19,495,727)
Fire and Emergency Services			
All Expense/Expenditure Accts	12,690,896	10,756,437	(1,934,460)
All Revenues	11,794,119	10,330,931	(1,463,188)
Net Cost	896,777	425,506	(471,272)
Transportation & Public Works			
All Expense/Expenditure Accts	206,493,027	113,589,475	(92,903,552)
All Revenues	172,333,459	136,677,328	(35,656,131)
Net Cost	34,159,568	-23,087,853	(57,247,421)
Sonoma County Water Agency			
All Expense/Expenditure Accts	240,500,882	142,921,792	(97,579,090)
All Revenues	141,161,551	137,406,224	(3,755,327)
Net Cost	99,339,331	5,515,568	(93,823,763)
Economic Development Board			
All Expense/Expenditure Accts	5,736,977	5,131,449	(605,528)
All Revenues	1,293,320	1,095,543	(197,777)
Net Cost	4,443,657	4,035,906	(407,751)
Regional Parks Department			
All Expense/Expenditure Accts	20,447,804	17,963,609	(2,484,195)
All Revenues	14,254,640	14,041,216	(213,424)
Net Cost	6,193,164	3,922,393	(2,270,771)

Department	Revised Budget	Year End Actuals	Actual vs Budget (under)/over
Other County Services			
Agricultural Preservation and Open Space District			
All Expense/Expenditure Accts	36,247,579	11,783,291	(24,464,287)
All Revenues	33,687,362	12,374,319	(21,313,043)
Net Cost	2,560,217	-591,028	(3,151,244)
Agriculture/Weights & Measures			
All Expense/Expenditure Accts	5,807,109	5,705,531	(101,578)
All Revenues	3,904,075	4,026,846	122,771
Net Cost	1,903,034	1,678,685	(224,349)
UC Cooperative Extension Dept			
All Expense/Expenditure Accts	883,594	840,493	(43,101)
All Revenues	94,961	53,787	(41,174)
Net Cost	788,633	786,706	(1,927)
Advertising			
All Expense/Expenditure Accts	6,764,277	6,111,306	(652,971)
All Revenues	8,819,028	12,464,926	3,645,898
Net Cost	-2,054,751	-6,353,620	(4,298,869)
Capital Projects			
Capital Projects			
All Expense/Expenditure Accts	55,630,202	18,272,356	(37,357,846)
All Revenues	44,281,693	22,114,061	(22,167,632)
Net Cost	11,348,509	-3,841,705	(15,190,214)

FY 15-16 Budget to Actuals

Department	Revised Budget	Year End Actuals	Actual vs Budget (under)/over
Administrative Support and Fiscal Services			
Board of Supervisors/County Administrator			
All Expense/Expenditure Accts	6,250,777	6,388,402	137,625
All Revenues	1,441,060	1,613,387	172,327
Net Cost	4,809,717	4,775,015	(34,702)
County Counsel Department			
All Expense/Expenditure Accts	5,134,203	5,176,314	42,111
All Revenues	2,897,245	2,937,405	40,160
Net Cost	2,236,958	2,238,909	1,951
Human Resources Department			
All Expense/Expenditure Accts	64,608,435	47,433,216	(17,175,219)
All Revenues	36,642,938	35,279,014	(1,363,924)
Net Cost	27,965,497	12,154,202	(15,811,295)
General Services Department			
All Expense/Expenditure Accts	26,846,840	22,477,458	(4,369,382)
All Revenues	7,563,310	6,696,004	(867,306)
Net Cost	19,283,530	15,781,454	(3,502,076)
Information Systems Department			
All Expense/Expenditure Accts	21,802,820	14,526,272	(7,276,549)
All Revenues	19,774,919	14,513,891	(5,261,029)
Net Cost	2,027,901	12,381	(2,015,520)
Non-Departmental			
All Expense/Expenditure Accts	182,643,077	130,882,647	(51,760,430)
All Revenues	327,188,565	348,719,031	21,530,466
Net Cost	-144,545,488	-217,836,384	(73,290,896)
Auditor-Controller-Treasurer-Tax Collector			
All Expense/Expenditure Accts	248,375,791	226,591,802	(21,783,989)
All Revenues	225,548,205	222,781,255	(2,766,950)
Net Cost	22,827,586	3,810,547	(19,017,039)
Clerk Recorder Assessor Dept			
All Expense/Expenditure Accts	22,307,462	16,431,130	(5,876,331)
All Revenues	8,237,501	6,225,380	(2,012,121)
Net Cost	14,069,961	10,205,750	(3,864,210)

Department	Revised Budget	Year End Actuals	Actual vs Budget (under)/over
Justice Services			
Grand Jury/Court Support			
All Expense/Expenditure Accts	16,187,331	13,670,427	(2,516,904)
All Revenues	5,224,200	4,964,794	(259,406)
Net Cost	10,963,131	8,705,633	(2,257,498)
Probation Department			
All Expense/Expenditure Accts	52,505,869	46,363,821	(6,142,047)
All Revenues	18,900,610	20,021,918	1,121,308
Net Cost	33,605,259	26,341,903	(7,263,355)
District Attorney Department			
All Expense/Expenditure Accts	23,486,878	22,465,361	(1,021,518)
All Revenues	8,647,367	8,164,180	(483,188)
Net Cost	14,839,511	14,301,181	(538,330)
Public Defender Department			
All Expense/Expenditure Accts	10,283,039	10,277,056	(5,982)
All Revenues	230,070	253,674	23,604
Net Cost	10,052,969	10,023,382	(29,586)
Sheriff Department			
All Expense/Expenditure Accts	149,609,878	144,745,453	(4,864,426)
All Revenues	67,928,115	69,693,694	1,765,578
Net Cost	81,681,763	75,051,759	(6,630,004)
Health & Human Services			
Department of Health Services			
All Expense/Expenditure Accts	173,419,715	150,499,225	(22,920,490)
All Revenues	162,266,173	146,100,896	(16,165,277)
Net Cost	11,153,542	4,398,329	(6,755,213)
Human Services Department			
All Expense/Expenditure Accts	172,007,500	149,373,668	(17,511,290)
All Revenues	160,853,958	144,975,339	(7,793,768)
Net Cost	11,153,542	4,398,329	(9,717,522)
IHSS			
All Expense/Expenditure Accts	1,412,215	1,125,557	(286,658)
All Revenues	1,412,215	1,125,557	(286,658)
Net Cost	0	0	0
Department of Child Support Services			
All Expense/Expenditure Accts	14,693,867	11,575,681	(3,118,187)
All Revenues	14,693,867	11,576,249	(3,117,618)
Net Cost	0	-568	(569)
Development Services			
Permit & Resource Management Department			

Department	Revised Budget	Year End Actuals	Actual vs Budget (under)/over
All Expense/Expenditure Accts	24,807,999	20,466,642	(4,341,357)
All Revenues	18,023,711	18,581,867	558,156
Net Cost	6,784,288	1,884,775	(4,899,513)
Community Development Comm.			
All Expense/Expenditure Accts	56,354,142	39,386,388	(16,967,754)
All Revenues	51,422,915	42,362,255	(9,060,659)
Net Cost	4,931,227	-2,975,867	(7,907,095)
Fire and Emergency Services			
All Expense/Expenditure Accts	13,229,231	11,426,560	(1,802,671)
All Revenues	11,509,105	10,523,822	(985,283)
Net Cost	1,720,126	902,738	(817,388)
Transportation & Public Works			
All Expense/Expenditure Accts	144,003,991	74,058,199	(69,945,792)
All Revenues	127,665,872	98,532,951	(29,132,921)
Net Cost	16,338,119	-24,474,752	(40,812,871)
Sonoma County Water Agency			
All Expense/Expenditure Accts	246,405,943	147,640,370	(98,765,573)
All Revenues	156,890,226	152,898,782	(3,991,444)
Net Cost	89,515,717	-5,258,412	(94,774,129)
Economic Development Board			
All Expense/Expenditure Accts	6,308,193	5,564,776	(743,417)
All Revenues	1,341,070	826,621	(514,449)
Net Cost	4,967,123	4,738,155	(228,968)
Regional Parks Department			
All Expense/Expenditure Accts	20,815,706	18,090,751	(2,724,955)
All Revenues	14,656,522	14,114,805	(541,717)
Net Cost	6,159,184	3,975,946	(2,183,238)

Department	Revised Budget	Year End Actuals	Actual vs Budget (under)/over
Other County Services			
Agricultural Preservation & Open Space District			
All Expense/Expenditure Accts	51,109,271	25,252,129	(25,857,142)
All Revenues	36,821,236	13,852,134	(22,969,102)
Net Cost	14,288,035	11,399,995	(2,888,040)
Agriculture/Weights & Measures			
All Expense/Expenditure Accts	6,093,835	5,831,013	(262,822)
All Revenues	4,100,663	4,155,227	54,564
Net Cost	1,993,172	1,675,786	(317,386)
UC Cooperative Extension Dept			
All Expense/Expenditure Accts	1,053,412	1,036,772	(16,640)
All Revenues	41,600	46,955	5,355
Net Cost	1,011,812	989,817	(21,995)
Advertising			
All Expense/Expenditure Accts	6,068,823	5,880,058	(188,765)
All Revenues	10,147,000	10,483,890	336,890
Net Cost	-4,078,177	-4,603,832	(525,655)
Ind Office Law Enf Rvw/Outrch			
All Expense/Expenditure Accts	90,706	56,833	(33,873)
All Revenues			
Net Cost	90,706	56,833	(33,873)
Capital Projects			
Capital Projects			
All Expense/Expenditure Accts	56,548,760	22,550,601	(33,998,159)
All Revenues	46,395,464	20,452,581	(25,942,883)
Net Cost	10,153,296	2,098,020	(8,055,276)

SECTION 6 NOT USED



OFFICE OF THE COUNTY ADMINISTRATOR

COUNTY OF SONOMA

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DEPUTY COUNTY ADMINISTRATOR

REBECCA WACHSBERG
DEPUTY COUNTY ADMINISTRATOR

June 6, 2017

To: Members of the Board of Supervisors

From: Sheryl Bratton, County Administrator

Re: FY 2017-2018 Budget: Reinvestment and Revitalization Funds (R&R)

The Reinvestment and Revitalization (R&R) fund was created by the Board following the dissolution of Redevelopment in 2012. The fund was established using Redevelopment Property Tax Trust Fund (Residual Property Taxes) revenues from the General Fund to support countywide economic, community, and housing development projects. On April 25, 2017, the Board approved an update to the 5-Year R&R Funding Plan, most of which is reflected in the FY 2017-2018 Recommended Budget. This supplemental report and Attachment A provide updated revenue estimates and recommended expenditure changes to the April 25, 2017, plan (Attachment B), which are outlined in red on the enclosed 5-Year R&R Funding Plan.

Revised Revenue Estimates

As reflected in the Third Quarter Budget Estimate report presented to the Board on May 16, 2017, staff was able to refine its FY 2016-2017 year-end revenue estimates and projected the County will receive \$3,783,920 in Residual Property Taxes. Additionally, based on a three-year history of increased Residual Property Tax receipts, staff has updated the amount of revenue assumed in FY 2017-2018 to \$3,000,000. Other revenue changes include a Successor Agency reimbursement for the Roseland Village project, increased interest earned, and revenue attributable to a one-time asset allocation distribution. In all, an additional \$2.3 million in revenues is anticipated at year-end for FY 2016-2017 and an additional \$1 million is projected for FY 2017-2018. Please see the revisions outlined in red in the revenue section of the enclosed 5-Year R&R Funding Plan.

Revised Recommended Expenditures

On May 2, 2017, the Board approved funding recommendations from the Community Development Committee related to homeless services for the upcoming fiscal year – see Attachment A Policy Area 3 *Supplemental Support for Homeless and Community Services*. These funding recommendations, which were determined via the annual competitive process that started in December 2016, formed the basis of the recommendations presented in the April 25, 2017 R&R Funding Plan, which committed a total of \$700,000 towards Homeless System Support as follow:

- Homeless Services Outreach Team - \$200,000
- Winter Shelter Expansion - \$150,000
- Safe Parking \$150,000
- Unobligated homeless-related services \$200,000

Recent developments have led staff to revise R&R expenditure recommendations for Homeless Systems Support. In Guerneville, efforts to secure a site for a day services center and shelter have proven unsuccessful to date, though work continues to address the unique needs of that community. In Santa Rosa, city leadership is redoubling its efforts around homelessness and is engaging County departments and others around focused “housing first” strategies. And the Community Development Commission – on advice of the Community Development Committee and in partnership with the cities – is embarking on an effort to redesign its homeless program service delivery model in light of overall funding shortages and the identified needs for more focus on “housing first.”

Based on these developments, and in consideration of the continued high rate of homelessness across Sonoma County, Community Development Commission staff is now recommending a reallocation of previously-approved funds between programs (safe parking \$150,000 and unobligated funding \$200,000), and additional funding of \$235,000 for the following targeted expenditures:

1. Allow Catholic Charities to reallocate \$150,000 from the Safe Parking program to the Family Support Center.
2. Augment Rapid Rehousing resources by \$250,000 for one year in Lower Russian River area based on the growth in the homeless population over the past year and the lack of alternative municipal services and support for housing placement.
3. Augment Rapid Rehousing resources by \$90,000 for one year in Santa Rosa in recognition of the additional resources the city is investing and the continued high incidence of homelessness in Sonoma County’s largest city.
4. Supplement operational funding by \$95,000 on an ongoing basis for the Palms Inn project to ensure continuation of case management services for the formerly homeless individuals in this unique permanent supportive housing (and “housing first”) project.

The net effect of these changes would increase spending from R&R Policy Area 3 *Supplemental Support for Homeless and Community Services* from the previously recommended amount of \$700,000 for FY 2017-2018 to \$935,000.

Fund Balance Recommendations

If the Board agrees to fund the recommended expenditures above, an average of \$3.5 million is estimated to be available through FY 2020-2021 plan cycle. Consistent with the Board’s commitment to the *Housing for All* priority, Community Development Commission, in collaboration with other County departments, as well as cities and private sector developers, is working to create a strategy that will facilitate increased production of new affordable and workforce housing. Community Development Commission with many of these same partners is also developing strategies to redesign the homeless services in connection with the Board’s *Securing the Safety Net* priority. Both of these efforts inform future investments of available R&R when it is more fully developed. Therefore, staff is recommending that the available balance not be appropriated at this time.

Reinvestment and Revitalization Fund Summary
5-Year Funding Plan
As of 05/31/17

Beginning Balance July 1	9,926,561	19,029,151	16,095,697	3,583,085	3,457,448	3,465,123	
Estimated Revenue	Actual	Estimated	Projected	Projected	Projected	Projected	Estimated
	FY 13/14-15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total
Successor Agency Reimbursements for Highway 12	3,036,323	-	-	624,283	507,595	-	4,168,201
Successor Agency Reimbursements for Roseland Village	599,226	305,582	-	869,600	869,600	602,233	3,246,241
Interest on Cash, loan repayment, and misc. revenue	276,327	119,133	25,000	25,000	25,000	25,000	495,460
County Tax Apportionment	9,524,339	3,783,920	3,000,000	2,100,000	2,100,000	2,100,000	22,608,259
County Asset Liquidation Allocation	4,861,570	121,844	-	-	-	-	4,983,414
State Controller Audit Adjustment	1,074,281	-	-	-	-	-	1,074,281
Total Revenue	19,372,066	4,330,479	3,025,000	3,618,883	3,502,195	2,727,233	46,502,417
Projects / Programs	Actual	Estimated	Proposed	Proposed	Proposed	Proposed	Total
	FY 13/14-15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Budgeted
<u>Policy Area 1 - Former RDA Projects Previously Approved</u>							
Highway 12 (TPW) - Reimbursed by Successor Agency	3,051,653	-	1,131,878	-	-	-	4,183,531
Hwy 12 Parking Mitigation (Funds to complete \$2.2M work)	-	20,000	806,847	-	-	-	826,847
Roseland Village Mixed Use Project - Reimbursed by Successor Agency	904,808	-	2,341,433	-	-	-	3,246,241
Monte Rio Wastewater Feasibility Studies	109,467	5,000	-	-	-	-	114,467
Russian River Water Quality Improvement	-	-	1,022,054	-	-	-	1,022,054
Guerneville Police and Security	249,092	-	-	-	-	-	249,092
Guerneville Homeless Shelter & Day Service Center	146,975	122,145	1,250,880	-	-	-	1,520,000
<u>Policy Area 2 - Affordable Housing Projects & Programs</u>							
County Fund for Housing	500,000	1,116,800	2,000,000	2,000,000	2,000,000	1,000,000	8,616,800
Housing Rehab Loan Program	511,281	500,000	500,000	500,000	500,000	500,000	3,011,281
Tiny Home Pilot Project	25,000	50,000	-	-	-	-	75,000
Housing Toolbox Work Plan	70,680	142,320	-	-	-	-	213,000
Russell Houses - Repair Reserve Fund	35,252	14,748	-	-	-	-	50,000
<u>Policy Area 3 - Supplement GF Support for Homeless and Community Services</u>							
Community Services Funding - Annual Competitive Grants	600,000	200,000	200,000	200,000	200,000	200,000	1,600,000
Homeless System Support:	1,309,792	1,799,400	935,000	595,000	495,000	495,000	5,629,192
<u>Policy Area 4 - Other Project & Program Priorities</u>							
Roseland/SW Santa Rosa Annexation Cost Sharing	-	2,500,000	-	-	-	-	2,500,000
Roseland Library & Other Potential Parks or Infrastructure Projects in SW SR	-	-	-	-	-	-	-
Andy's Unity Park	-	-	700,000	-	-	-	700,000
Day Labor Centers	203,063	-	-	-	-	-	203,063
Commercial Rehab Loan Program	1,462,750	344,000	150,000	-	-	-	1,956,750
Springs Hub Plaza & Other Projects	-	-	2,050,000	-	-	-	2,050,000
Pengrove Pedestrian Safety Improvements	250,000	-	2,000,000	-	-	-	2,250,000
<u>Policy Area - Administrative, Housing Successor, and ROPS Denied Costs</u>							
R&R Administrative Costs	539,663	299,520	299,520	299,520	299,520	299,520	2,037,263
Successor Agency Costs Denied on ROPS	300,000	150,000	150,000	150,000	-	-	750,000
Total Expenditures	10,269,476	7,263,933	15,537,612	3,744,520	3,494,520	2,494,520	42,804,581
Available Balance	19,029,151	16,095,697	3,583,085	3,457,448	3,465,123	3,697,836	3,697,836

Reinvestment and Revitalization Fund Summary

5-Year Funding Plan

As of 4/25/17

Beginning Balance July 1	9,926,561	19,334,733	12,827,412	854,709	824,072	926,747	
Estimated Revenue	Actual	Estimated	Projected	Projected	Projected	Projected	Estimated
	FY 13/14-15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total
Successor Agency Reimbursements for Highway 12	3,036,323	-	-	624,283	507,595	-	4,168,201
Successor Agency Reimbursements for Roseland Village	599,226	-	-	869,600	869,600	602,233	2,940,659
Interest on Cash, loan repayment, and misc. revenue	276,327	25,000	25,000	25,000	25,000	25,000	401,327
County Tax Apportionment	9,524,339	2,000,000	2,100,000	2,100,000	2,100,000	2,100,000	19,924,339
County Asset Liquidation Allocation	4,861,570	-	-	-	-	-	4,861,570
State Controller Audit Adjustment	1,074,281	-	-	-	-	-	1,074,281
Total Revenue	19,372,066	2,025,000	2,125,000	3,618,883	3,502,195	2,727,233	43,296,938
Projects / Programs	Actual	Estimated	Proposed	Proposed	Proposed	Proposed	Total
	FY 13/14-15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Budgeted
<u>Policy Area 1 - Former RDA Projects Previously Approved</u>							
Highway 12 (TPW) - Reimbursed by Successor Agency	3,051,653	-	1,131,878	-	-	-	4,183,531
Hwy 12 Parking Mitigation (Funds to complete \$2.2M work)	-	100,000	726,847	-	-	-	826,847
Roseland Village Mixed Use Project - Reimbursed by Successor Agency	599,226	-	2,341,433	-	-	-	2,940,659
Monte Rio Wastewater Feasibility Studies	109,467	115,533	-	-	-	-	225,000
Russian River Water Quality Improvement	-	-	975,000	-	-	-	975,000
Guerneville Police and Security	249,092	-	-	-	-	-	249,092
Guerneville Homeless Shelter & Day Service Center	146,975	1,200,000	173,025	-	-	-	1,520,000
<u>Policy Area 2 - Affordable Housing Projects & Programs</u>							
County Fund for Housing	500,000	1,116,800	2,000,000	2,000,000	2,000,000	1,000,000	8,616,800
Housing Rehab Loan Program	511,281	500,000	500,000	500,000	500,000	500,000	3,011,281
Tiny Home Pilot Project	25,000	50,000	-	-	-	-	75,000
Housing Toolbox Work Plan	70,680	142,320	-	-	-	-	213,000
Russell Houses - Repair Reserve Fund	35,252	14,748	-	-	-	-	50,000
<u>Policy Area 3 - Supplement GF Support for Homeless and Community Services</u>							
Community Services Funding - Annual Competitive Grants	600,000	200,000	200,000	200,000	200,000	200,000	1,600,000
Homeless System Support	1,024,792	506,000	700,000	500,000	400,000	400,000	3,530,792
One-Time Homeless Supplemental Funding	285,000	1,293,400	-	-	-	-	1,578,400
<u>Policy Area 4 - Other Project & Program Priorities</u>							
Roseland/SW Santa Rosa Annexation Cost Sharing	-	2,500,000	-	-	-	-	2,500,000
Roseland Library & Other Potential Parks or Infrastructure Projects in SW SR	-	-	-	-	-	-	-
Andy's Unity Park	-	-	700,000	-	-	-	700,000
Day Labor Centers	203,063	-	-	-	-	-	203,063
Commercial Rehab Loan Program	1,462,750	344,000	150,000	-	-	-	1,956,750
Springs Hub Plaza & Other Projects	-	-	2,050,000	-	-	-	2,050,000
Pengrove Pedestrian Safety Improvements	250,000	-	2,000,000	-	-	-	2,250,000
<u>Policy Area - Administrative, Housing Successor, and ROPS Denied Costs</u>							
R&R Administrative Costs	539,663	299,520	299,520	299,520	299,520	299,520	2,037,263
Successor Agency Costs Denied on ROPS	300,000	150,000	150,000	150,000	-	-	750,000
Total Expenditures	9,963,894	8,532,321	14,097,703	3,649,520	3,399,520	2,399,520	42,042,478
Available Balance	19,334,733	12,827,412	854,709	824,072	926,747	1,254,460	1,254,460



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DEPUTY COUNTY ADMINISTRATOR

June 6, 2017

To: Members of the Board of Supervisors
From: Sheryl Bratton, County Administrator
Re: FY 2017-2018 Tribal Impact Mitigation Funds

The County of Sonoma is home to five federally-recognized tribes, four of which have lands held in trust by the federal government and three of which have intergovernmental agreements with the County. This memo reviews the history and intent of the agreements with the Federated Indians of Graton Rancheria (the Graton Tribe) and the Dry Creek Rancheria Band of Pomo Indians (the Dry Creek Tribe), which provide funding to mitigate casino impacts, an accounting of payments to date and fund balances, and recommendations for further mitigation action with available funding.

Overview

Tribes are sovereign governments, and trust lands are essentially removed from County jurisdiction and exempt from local land use and taxing authority. As such, the County has prioritized establishing intergovernmental agreements and currently has agreements with the Graton Tribe, the Dry Creek Tribe, and the Lytton Band of Pomo Indians (the Lytton Tribe). The County is currently in negotiations with the Kashia Band of Pomo Indians and Cloverdale Rancheria of Pomo Indians related to areas of mutual interest.

The agreements with the tribes cover a number of different issues, but central to all of them is the premise that the impacts of developments on land held in trust for these sovereign governments should be borne by those governments. Some mitigation measures are carried out by the tribes, and some are carried out by neighboring local governments such as the County with funding from the Tribe as governed by the agreements.

The Graton Tribe and the Dry Creek Tribe each operate casinos on their trust lands, and the agreements with them focus on mitigating the off-reservation impacts of those and future developments. They are the only two tribes from which the County is currently collecting mitigation payments and has established Mitigation Funds. The agreement with the Lytton Tribe also includes provisions for mitigation payments, however those payments do not begin until the land owned by the tribe outside of Windsor goes into trust.

The County has adopted the following financial policy with regards to mitigation funds:

“Tribal Development Impact Mitigation Funds shall be accounted for separately, so that when budgeting, only those monies received in the current year shall be relied upon for financing costs in the coming budget. The Board of Supervisors shall make a determination, as new tribal developments occur, on the best uses of these funds to mitigate impacts and maintain the high quality of life in surrounding or affected communities.”

Staff recommendations herein seek to apply these principles to the expenditure of funds associated with the Graton and Dry Creek Mitigation Funds.

Graton Mitigation Fund

The Graton Tribe has a 254-acre parcel of land held in trust by the federal government located west of Rohnert Park (the Reservation). On October 23, 2012, the Graton Tribe and the County entered into an Intergovernmental Mitigation Agreement (IMA) primarily to address the anticipated offsite impacts of planned development on the Reservation and to ensure the costs required to mitigate those impacts were borne by the Graton Tribe.

Graton Resort & Casino

The development of the Graton Resort & Casino is occurring in phases. Phase I included the construction of a 317,750 sq. ft. casino and entertainment space, with approximately 100,000 sq. ft. dedicated to gaming, including up to 3,000 slot machines. The entertainment space includes numerous restaurants and bars, a nightclub, lounge, and banquet facilities. This phase also included a multi-level parking structure and surface parking for some 5,000 spaces. Phase I was completed and opened to the public in November 2013. Phase II development included a 200-room hotel, convention center, pool, and spa. The Tribe is now in the process of adding 200 more rooms and expanding elements of the resort. The County recently commented on the Draft Tribal Environmental Impact Report (TEIR) for the proposed 200-room expansion of the resort and expects to engage with the Tribe in negotiations in the coming months to discuss potential project modifications and mitigations of the expansion.

Intergovernmental Mitigation Agreement (IMA) Payments

Under the IMA, the Graton Tribe is responsible for covering all costs associated with mitigating the impacts of the casino, including startup costs, one-time infrastructure and project costs, and ongoing expenses. Payments to the County for start-up costs were made directly by the Tribe before the Casino opened. Payments to the County for the remaining costs are made by the state with monies collected from Graton Casino Gaming Revenues as a part of the State Gaming Compact. In any year where insufficient funds are collected by the state to meet all mitigation payments in the State Gaming Compact, the IMA requires the Graton Tribe to directly pay the County for certain minimum guaranteed mitigations.

The Tribe is currently permitted a deduction from its payments to the Graton Mitigation Fund for payments to tribal members and predevelopment debt. This will end in 2021, and will thus send more revenue into the Graton Mitigation Fund to be distributed by the state to the City of Rohnert Park and the County. In addition to paying the guaranteed mitigations, this revenue is to be used to address effects on roads, groundwater, and other impacts identified in the agreement. The Graton Mitigation

Fund revenue is dependent on how much increased revenue the Tribe generates from Class III gaming machines (i.e. slot machines).

For the quarter ending December 31, 2016, the County received its first distribution from the State Gambling Control Commission, from which the County received a disbursement of \$990,022 with the remaining \$393,198 of the guaranteed amount coming from the Tribe. For the quarter ending March 31, 2017, the County received \$1,826,368 from the State, which is the first disbursement beyond the guaranteed payment amount.

Start-Up Payments

In order for local agencies to sufficiently prepare for the opening of the casino, the Graton Tribe agreed to make non-recurring payments for startup costs that would later be repaid. Those payments included \$1.7 million for law enforcement, \$1.5 million for fire services, \$60,000 for costs associated with negotiating the agreement, and \$10,000 to re-time a nearby traffic signal, totaling \$3.27 million.

Recurring Payments

The agreement provides for guaranteed recurring payments as follows:

- Law, Justice, Public Safety, and Tribal Relations: \$3.1 million annually to mitigate impacts on law, justice, and public safety, including payments to the Sheriff's Office, District Attorney's Office, Public Defender's Office, Probation Department, and other County public safety providers. These mitigation payments are also intended to cover dispatch services, tribal relations and administration, and data gathering.
- Health, Human Services, and Socioeconomic Impacts: \$600,000 annually to mitigate health, human services, and socioeconomic impacts including substance abuse, domestic violence, and child welfare, and to implement programs that address gambling addiction.
- Fire and Emergency Services: \$1 million annually for pass through payments to Rancho Adobe, Central Fire, Rohnert Park, and CSA 40 fire districts for the provision of fire and emergency services.
- Crime Impact Mitigation to Cities: \$416,918 annually for pass through payments to Cotati (\$12,808), Petaluma (\$102,591), Santa Rosa (\$286,923), and Sebastopol (\$14,596) to mitigate crime impacts caused by the development.

These annual guaranteed payments total \$5.1 million. Pursuant to the IMA, these payments are to increase each year based on the Consumer Price Index (CPI) Adjustment, which is to be applied by the Graton Tribe annually.

Other Recurring Payments

When there is sufficient revenue going into the Graton Mitigation Fund administered by the state, the IMA instructs that payments to the County first fund the four Recurring Payment categories listed above. Once those are fully funded, the following County mitigation measures will be funded: study, design, analysis, and implementation of potential groundwater mitigation projects; development and mitigation fees; Transient Occupancy Tax in-lieu fees; local roads maintenance; and Highway 101 Sonoma County Transit Authority (SCTA) pass through. Additional payments to fund mitigation to parks and open space and other environmental mitigation measures are in a subsequent category and are not funded until all other obligations have been fully funded, the County has reimbursed the Tribe for pre-opening costs, and the ongoing revenue is high enough to fund all previously-mentioned ongoing expenses.

Payments, Expenditures, and Recommendations

Below lays out recurring payments received from the Graton Tribe and expenditures made by the County to date for each program area as broken out by the IMA, in addition to the approved reserved balances for the payback of start-up payments. Also included are budgeted revenues and expenditures for FY 2017-2018.

FY 2016-2017 Estimated Year End Fund Balance Summary

	Total Revenue	Total Expenditures	Reserves	Fund Balance
Law, Justice, Public Safety, Tribal Relations	\$ 13,122,448	\$ 6,152,022	\$ 3,360,145	\$ 3,610,281
Health, Human, Socioeconomic	\$ 2,197,248	\$ 400,000	\$ -	\$ 1,797,248
Fire Districts Pass Through	\$ 5,162,079	\$ 2,898,575	\$ 1,500,000	\$ 763,504
City Public Safety Pass Through	\$ 1,526,787	\$ 1,526,787	\$ -	\$ -
Other Mitigations	\$ 443,149	\$ -	\$ -	\$ 443,149
Interest	\$ 178,885	\$ 16,914	\$ -	\$ 161,971
Total	\$ 22,630,596	\$ 10,994,298	\$ 4,860,145	\$ 6,776,153

Law, Justice, Public Safety, and Tribal Relations

Pre-operating expenses were paid by the Graton Tribe for startup costs related to the Sheriff's Office (\$1,700,000), tribal relations including the cost of negotiating the agreement (\$60,000), and re-timing of a traffic signal (\$10,000). Revenues not expended on operating costs in FY 2013-2014 and 2014-2015 have been reserved for the payback of pre-operating expenses. The total necessary reserve of \$1,770,000 has been set aside. Additionally, the Board approved maintaining an operational reserve equal to the current year's budgeted expenditures so that operations may continue to be funded for one year in the event that payments cease. While mitigation payments are only expected to increase, this conservative measure ensures the County has time to adjust services and the budget accordingly.

Expenditures for previously approved mitigation measures are as follows:

- **Sheriff:** Start-up funds were used to cover the cost of hiring four additional deputies and the ongoing costs of those position to offset the law enforcement impacts. These positions ensure an additional deputy in the service area 24 hours per day.
- **Tribal Relations:** One-time funds were used to offset the cost of negotiating the IMA, \$15,000 to the County Counsel's Office and \$15,000 to the County Administrator's Office. Ongoing mitigation payments have been approved to cover costs in the County Administrator's Office and the County Counsel's Office for tribal affairs work. During the last couple years, tribal work legal affairs has exceeded the budgeted amount and an adjustment has been done to ensure those costs are not borne by the General Fund. A similar adjustment is anticipated for this year, as reflected in the Revenue, Expenditures, and Reserves table below.
- **Traffic Mitigation:** \$16,914 was expended to re-time the traffic signal at Rohnert Park Expressway and Stony Point Road prior to the casino opening. \$10,000 was covered by the Graton Tribe and the remaining was paid with interest accrued on the fund balance.

- **REDCOM:** REDCOM provides dispatch services supporting law enforcement and fire and emergency services. \$100,000 was expended for startup costs and \$200,000 per year covers the increased demand on those services.

Revenues, Expenditures, and Reserves

	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018 <i>Estimated</i>
Revenues	\$ 1,550,000	\$ 3,186,408	\$ 3,264,037	\$ 3,352,003	\$ 3,352,003
Expenditures	<i>Recommended</i>				
Sheriff	\$ 451,084	\$ 866,084	\$ 1,227,075	\$ 1,260,145	\$ 1,260,145
REDCOM	\$ 100,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
Administration		\$ 30,000	\$ 209,718	\$ 130,000	\$ 130,000
Pre-Operating Payback	\$ 998,916	\$ 279,000			
Total Expenditures	\$ 1,550,000	\$ 1,375,084	\$ 1,636,793	\$ 1,590,145	\$ 1,590,145
Balance	\$ 0	\$ 1,811,324	\$ 3,438,568	\$ 5,200,426	\$ 6,962,284
Unallocated Balance					\$ 5,372,139
Operational Reserve					\$ 1,590,145
Total Reserve for Pre-Operating Payback		\$ 1,770,000			

Recommendations

- **Public Safety:** Approve continued recurring expenditures for FY 2016-2017 including \$1,260,145 to the Sheriff’s Office and \$200,000 to Redwood Empire Dispatch Communications Authority (REDCOM).
- **Administration:** Approve increased recurring expenditures of \$130,000 for tribal affairs work in the County Administrator’s Office (\$30,000) and the County Counsel’s Office (\$100,000) to cover the actual costs incurred of this work.
- **Community Outreach to Identify Public Safety Measures:** Constituents in the area surrounding the casino have voiced public safety concerns that may require mitigation. The concerns range from the availability of Sheriff’s deputies to lighting and roadway improvements. Staff recommends community meetings and other outreach dedicated to identifying mitigation measures for improving public safety. These community meetings would include representatives from those departments providing justice services in addition to the Department of Transportation and Public Works and the Permit and Resource Management Department to comprehensively assess an array of mitigation opportunities. Staff would return before the end of the calendar year with recommended mitigation measures.

Health, Human Services, Socioeconomic Impacts

In FY 2015-2016, \$400,000 was paid to the Petaluma Health Center to cover up to 50% of equipment costs for its health center in Rohnert Park to assist with mitigating the impacts of the development on health services. No start-up payments were provided in this category.

Revenues and Expenditures

	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018 <i>Estimated</i>
Revenues	\$ 300,000	\$ 616,724	\$ 631,749	\$ 648,775	\$ 631,748
Expenditures					
Petaluma Health Center	\$ -	\$ -	\$ 400,000	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ 400,000	\$ -	\$ -
Balance	\$ 300,000	\$ 916,724	\$ 1,148,473	\$ 1,797,248	\$ 2,446,023

Recommendation

- Community Outreach and Request for Proposal (RFP) Process: Staff recommends community meetings and other outreach be dedicated to identifying specific impacts and opportunities for improving services to mitigate those impacts. First, based on community input, staff will identify existing County programs that could be augmented to provide the needed mitigation services, providing the opportunity to leverage existing resources, also taking into consideration existing programs operated by other entities. Next, staff would produce and disseminate a RFP tailored to the needs identified. The responses would be evaluated and the highest scoring proposals would be brought for Board consideration. This work is proposed for the Fall of 2017.

Fire District Funding Pass Through

Funding for four fire districts, Rancho Adobe, Central Fire (serving parts of Santa Rosa, Larkfield, and Windsor), Rohnert Park, and CSA 40, is designated to cover expenditures associated with additional staffing and other costs necessary to provide services on the Reservation and additional offsite impacts. The Graton Tribe paid \$1,500,000 to cover startup costs, of which only \$179,957 in actual costs were incurred and paid to the fire districts. The remaining pre-operating balance and additional funds from the FY 2014-2015 operating payment have been set aside to pay back the non-recurring payment.

In FY 2014-2015 the Board allocated \$297,400 to Rancho Adobe to allow for full station staffing and for station repairs; and \$351,710 to Central Fire for station repairs, payment on a new fire apparatus, property tax loss and additional dispatch costs tied to the casino; with an additional \$20,000 allocated to CSA 40 for costs associated with administering the funding and for costs incurred with services provided centrally by the County.

The four agencies listed in the IMA have met to make recommendations about how best to distribute mitigation funds. For FY 2015-2016, the agencies recommended and the Board approved distributing \$676,036 for Central Fire Authority of Sonoma County for equipment, dispatch costs, and capital repairs; \$300,000 for Rancho Adobe Fire Protection District for station staffing and repairs and communications costs; and \$20,557 for CSA 40 for general operations. On December 6, 2016, the Board approved four year agreement with each agency running from FY 2016-2017 through FY 2019-2020. Per the agreements, this fiscal year, the Rincon Valley Fire Protection District received \$682,915; the Rancho Adobe Fire Protection District received \$300,000; and the City of Rohnert Park Department of Public Safety received \$50,000. These amounts will be adjusted annually in accordance with changes in funding received from the Tribe in accordance with the Agreement. In addition, Sonoma County Fire and Emergency Services will receive \$20,000 annually.

Revenues, Expenditures, and Reserves

	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018 <i>Estimated</i>
Revenues	\$ 500,000	\$ 1,027,873	\$ 1,052,915	\$ 1,081,291	\$ 1,081,291
Expenditures					
Rancho Adobe	\$ -	\$ 297,400	\$ 300,000	\$ 300,000	\$ 300,000
Central Fire	\$ -	\$ 351,710	\$ 676,036	\$ 682,915	\$ 682,915
Rohnert Park	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
CSA 40	\$ -	\$ 20,000	\$ 20,557	\$ 20,000	\$ 20,000
Pre-Operating Payback	\$ -	\$ 179,957	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ 849,067	\$ 996,593	\$ 1,052,915	\$ 1,052,915
Balance	\$ 500,000	\$ 678,806	\$ 735,128	\$ 763,504	\$ 791,880
Total Reserve for Pre-Operating Payback		\$ 1,500,000			

Recommendations

- FY 2017-2018 Pass-Through Distribution: Allocate funds to Fire and Emergency Services to provide pass-through payments to the fire district in accordance with the 2016 agreements.

City Public Safety Funding Pass Through

The IMA specifically lays out pass through payments to the surrounding cities to mitigate crime impacts in the following amounts: \$12,808 to Cotati, \$102,591 to Petaluma, \$286,923 to Santa Rosa, and \$14,596 Sebastopol. The payments are to be adjusted in accordance with the CPI used by the Graton Tribe to adjust its mitigation payments to the County. In FY 2014-2015 and FY 2015-2016, the CPI Adjustment was not included in the pass through payments to the cities. In FY 2016-2017, the appropriate adjustments were made in addition to the full FY 2016-2017 pass-throughs, leaving the fund balance at \$0. No start-up payments were provided in this category.

Revenues and Expenditures

	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018 <i>Estimated</i>
Revenues	\$ 104,230	\$ 318,499	\$ 433,759	\$ 438,979	\$ 450,810
Expenditures					
Cotati	\$ 3,202	\$ 9,606	\$ 12,808	\$ 14,182	\$ 13,849
Petaluma	\$ 25,648	\$ 76,943	\$ 102,591	\$ 113,593	\$ 110,931
Santa Rosa	\$ 71,731	\$ 215,192	\$ 286,923	\$ 317,694	\$ 310,247
Sebastopol	\$ 3,649	\$ 10,947	\$ 14,596	\$ 16,161	\$ 15,783
Total Expenditures	\$ 104,230	\$ 312,689	\$ 416,918	\$ 461,631	\$ 450,810
Balance	\$ -	\$ 5,810	\$ 22,652	\$ -	\$ -

Recommendations

- Approve dissemination of ongoing pass-through payments with CPI adjustments to the surrounding cities.

Other Mitigations

For the quarter ending March 31, 2017, the County received \$443,149 beyond the guaranteed payment amount. Per the agreement, these funds may be expended on study, design, analysis, and implementation of potential groundwater mitigation projects; development and mitigation fees; TOT in-lieu fees; local roads maintenance; Highway 101 Sonoma County Transit Authority (SCTA) pass through; and groundwater mitigation/conjunctive use.

Recommendations

- As part of the outreach efforts regarding public safety and health and human services needs, staff recommends incorporating these additional funds and potential uses into the community needs inquiry anticipated to take place in Fall 2017. Staff will identify potential expenditures by the County or community organizations and return to the Board before the end of the calendar year with a funding proposal.

Dry Creek Mitigation Fund

The Dry Creek Tribe owns federal trust lands in the Alexander Valley known as the Dry Creek Rancheria, on which the River Rock Casino is located. The County entered into a Memorandum of Agreement (MOA) with the Dry Creek Tribe on March 18, 2008, to address the impacts of the casino and other potential developments on the surrounding area and to ensure the cost of mitigation was borne by the Dry Creek Tribe. To fund mitigation measures, the Tribe agreed to pay the County \$75 million over the course of the agreement. Annual payments were set at \$3.5 million, with a balloon payment due at the end of 2020 for the remaining balance.

The negotiated payments contemplated the development of a hotel resort complex on the Rancheria by 2011, which has not occurred. The MOA contained triggers for “reopening” the agreement and renegotiating various terms, including that the timing of opening the resort and future revenues of the Tribe did not materialize as expected. The Tribe initiated a “reopener” of the MOA in late summer 2013 because it was experiencing a decline in business due to the recession, and anticipating further revenue declines upon the opening of the Graton Resort and Casino in fall 2013. The Tribe failed to pay the County the \$3.5 million annual payments that were due on June 30, 2014, and June 30, 2015.

On September 22, 2015, the Board adopted an amendment to the MOA that, among other things, renegotiated the mitigation payments due to the County. The amendment provided for a one-time payment of \$4.2 million to partially address the \$7 million in missed annual payments. It also included a reduced annual payment of \$750,000, due on December 15 each year, which has the potential to increase based on increases in casino revenue.

Payments and Expenditures

The County received mitigation payments from the Dry Creek Tribe from the year the casino opened in September of 2002 until the June 30, 2013, payment. These funds, totaling \$20.8 million, were paid to the General Fund to cover the loss in property tax revenue and to fund net cost increases for additional costs incurred by several departments responsible for managing or implementing mitigation measures.

This included the direct costs of four additional deputies to provide an extra deputy on patrol in the Alexander Valley region 24 hours a day, additional overhead such as training, uniforms, patrol cars expenses, and waste management services provided by Probation's Supervised Adult Crews through a contract from the Department of Transportation and Public Works (TPW). The initial payments were also used to offset indirect costs associated with the District Attorney's Office, Public Defender's Office, and Probation Department for the provision of justice services, as well as costs incurred by the County Counsel's Office and the County Administrator's Office in administration, tribal relations, and negotiation of subsequent agreements.

In November 2009, the Board allocated \$1.2 million to TPW to mitigate infrastructure-related impacts in the areas surrounding the casino. Staff identified several projects that were priorities for funding including a pedestrian connection on Highway 128 near Geyserville High School, Lytton Station Road maintenance, intersection improvements at Highway 128 and Geysers Road, repairs to the Jimtown Bridge, shoulder widening on Alexander Valley Road, and intersection improvements at Healdsburg and Alexander Valley. The Lytton State resurfacing was completed as part of the 2012-2013 Pavement Preservation Bonded Wearing Course contract through a different funding source, and a feasibility study for the Jimtown Bridge repairs has been completed (\$29,422), though the Department is still seeking funding options for the full project. The remainder of the identified projects would be reassessed as part of the planning and scoping process discussed below to determine how the remainder of the funds (\$1,170,578) should be expended.

Since FY 2014-2015 when mitigation payments from the Dry Creek Tribe ceased, the costs for justice services, administration, and the waste management services contract have been paid by the General Fund as the County was committed to continuing these mitigation services for the community despite the lack of reimbursement. In November 2015, the Dry Creek Tribe paid \$4.2 million pursuant the amendment to the MOA. The newly negotiated annual payment of \$797,933, which included the \$750,000 base plus an increase due to revenues, was received in full in December 2016.

With the adoption of the FY 2016-2017 budget, the Board approved continued funding of public safety, waste management, and administration, as well as a reimbursement to the General Fund for the mitigation measures being funded by the County while the Tribe failed to make payments under the MOU. Additionally, the Board approved a set-aside of \$1,086,743 to fund outreach efforts, planning, and infrastructure projects in the Geyserville Area to mitigate the impacts of the casino and general associated changes in the area.

Dry Creek Mitigation Fund

	FY 2014-2015	FY 2015-2016	FY 2016-2017		FY 2017-2018
			Jul – Dec	Jan – Jun	<i>Estimated</i>
Revenue	\$ -	\$ 4,200,000	\$ -	\$ 797,933	\$ 750,000
Expenditures					
Administration	\$ 60,000	\$ 60,000	\$ 30,000	\$ 30,000	\$ 60,000
Sheriff	\$ 1,015,227	\$ 1,043,552	\$ 534,508	\$ 534,507	\$ 1,094,671
TPW	\$ 147,988	\$ 147,988	\$ 73,994	\$ 73,994	\$ 147,988
Total Expenditures	\$ 1,223,215	\$ 1,251,540	\$ 638,502	\$ 638,501	\$ 1,302,659
<i>General Fund Repayment</i>			\$ 3,113,257		
Balance	\$ (1,223,215)	\$ 1,725,245	\$ 1,086,743	\$ 1,246,175	\$ -
Reserve for Geyserville Planning and Projects					\$ 1,086,743
Transportation and Public Works Fund Balance					\$ 1,170,578

Recommended Actions

- **Ongoing Mitigation:** Continue funding public safety, waste management, and administration from the Dry Creek Mitigation Fund with the necessary General Fund backfill, as costs are currently higher than anticipated payments. Mitigation payments are expected to increase in the future with increased revenues.
- **Geyserville Planning and Projects:** Conduct outreach in the Geyserville area to determine need. Following the outreach effort, staff would develop a proposal and bring it before the Board, including use of the remaining Transportation and Public Works funds.

Conclusion

In summary, staff recommends that the Board adopt the Recommended Budget based on previously approved mitigation measures and take the following supplemental actions:

- Graton Mitigation Fund
 - Continue allocation of funding to law enforcement and REDCOM, and increase funding for administration and tribal affairs. These expenditures are currently included in the Recommended Budget for the Graton Mitigation Fund and associated departments.
 - Give staff direction to conduct community outreach for public safety, health and human services, socioeconomic impacts, and other impacts mitigation with subsequent funding recommendations to come before the Board for approval.
- Dry Creek Mitigation Fund
 - Continue funding administration, law enforcement, and waste management services with a General Fund backfill. These expenditures are currently included in the Recommended Budget for the Graton Mitigation Fund and associated departments.
 - Direct staff to conduct outreach and develop project proposals for community and infrastructure projects that mitigate the impacts of the casino and address community needs.



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 DEPUTY COUNTY ADMINISTRATOR

June 6, 2017

To: Members of the Board of Supervisors

From: Sheryl Bratton, County Administrator

Re: Over 12-Months Vacancy Position Review and Management to Line Staff Ratio Review

The FY 2017-2018 Revised Recommended Budget includes 4,123.4 full-time equivalent position allocations and 12.95 new full-time equivalent (FTE) positions in the supplemental adjustments for a total of 4,136.35 full-time equivalent positions. The full position allocation list is included as Exhibit C (Tab 11) of the Resolution adopting the FY 2017-2018 Budget. This list will be updated to reflect any Board actions during the Budget Hearings.

12- Month Vacancy Review

One of the Board of Supervisors adopted Financial Policies is to eliminate positions vacant for longer than 12 months. A total of 92.57 FTEs have been vacant for more than 12 months. Of that total, 6.95 FTEs are recommended for deletion through Supplemental budget changes. The remaining 85.62 FTE vacancies represent positions for which departments anticipate recruitment, a job class study, or the position is being filled at a different level/capacity. A summary of the vacant positions is enclosed.

Management to Line Staff Ratio Review

The Board has also expressed an interest in maintaining an appropriate span of control for managers to meet best practices and maximize the organization's effectiveness. The attached table provides statistics by department and below is a summary of the current ratios. Over the last several years, the County has maintained a ratio of approximately 90/10 – with 90% of the County's work force being line staff and 10% being management. Both the recommended budget and supplemental adjustments maintain this approximate ratio.

	FY 2016-2017 Adopted	FY 2017-2018 Recommended	FY 2017-2018 Supplemental
Management*	440.75	448.75	449.75
Line Staff*	3,706.65	3,674.65	3,686.60
Total FTE	4,147.40	4,123.40	4,136.35
	10.63% / 89.37%	10.88 % / 89.12%	10.87%/89.13%

* NOTE: The adjusted line and management staff figures reflect the shifting of job classes that are management by virtue of their bargaining units, but routinely do not supervise other staff.

Enclosures: Over 12-Months Position Vacancies Review; Management to Line Staff Statistics

**Over 12 Months Position Vacancies Review
June 2017**

RECOMMENDED FOR DELETION*		
Department	FTE	Position
Clerk-Recorder-Assessor	1.00	Document Recorder II
Health Services	0.05	Public Health Aide II
	1.00	Animal Control Officer II
	0.20	Department Analyst
	0.10	Senior Office Assistant
	0.30	Forensic Psychiatrist
	1.00	Supervising Animal Control Officer
	1.00	Lead Animal Care Assistant
	0.80	Public Health Nurse II
Human Resources	0.50	Human Resources Analyst III Project
Transportation and Public Works	1.00	Right Of Way Manager
Total FTEs	6.95	

*Excludes deletion of 1.0 FTE in the Information Systems Department, 1.0 FTE in Health Services and 7.0 FTE in Human Services FY 2017-2018 Recommended Budgets.

REMAINING VACANCIES			
Department	FTE	Position	Status
Agricultural Preservation & Open Space District	0.25	Administrative Aide	Position is partially filled but may return to full time position in the future.
	2.00	OSD Associate Planner	Positions held vacant in anticipation of classification study.
	1.00	OSD Public Information Specialist	
	1.00	OSD Receptionist	
ACTTC	0.20	Accountant-Auditor II	Employee working partial time has employment rights to 1.0 FTE.
	1.00	Senior Account Clerk	Planned recruitment.
Board of Supervisors	1.38	Board of Supervisors Aide	Holding pending increased office support needs.
County Administrator's Office	0.25	Administrative Analyst III	Employee working partial time has employment rights to 1.0 FTE.
	1.00	Principal Administrative Analyst	Planned recruitment.
Community Development Commission	1.00	Community Development Associate	Planned recruitment.
County Counsel	0.25	Legal Assistant Confidential	Employees working partial time have employment rights to 1.0 FTE
	2.15	Deputy County Counsel IV	
	1.00	Administrative Aide Confidential	Planned recruitment.
	1.00	Legal Secretary II Confidential	Planned recruitment.
Clerk-Recorder-Assessor	0.20	Appraiser III	Employee working partial time has employment rights to 1.0 FTE
District Attorney	1.00	Deputy District Attorney IV	Recruitment in process.
	0.75	Secretary	
Child Support Services	1.00	Child Support Financial Worker II	Holding pending negotiations to provide services for other counties.
	3.00	Child Support Officer III	
	1.00	Child Support Officer II	Position filled.
Health Services	0.50	Nurse Practitioner-Physician's Assistant	Utilizing extra-help, planned recruitment.
	1.00	Administrative Services Officer I	Holding pending Health Policy, Planning, and Evaluation transition to the Administration Division.
	0.43	Supervising Environmental Health Specialist	
	0.50	Environmental Health Specialist II	
	1.00	Administrative Services Officer II	
	0.75	Occup Therapist II Child Therapy Program	Recruitment in process.
	1.00	Health Information Specialist II	Anticipate receiving State funding approval early July, planned recruitment.
	1.00	Business Development Manager	Holding for planned salary savings. Planned recruitment when fee revenue is realized.
1.00	Animal Care Assistant	Position filled effective 6/13/17.	

**Over 12 Months Position Vacancies Review
June 2017**

REMAINING VACANCIES			
Department	FTE	Position	Status
	0.09	Senior Environmental Health Specialist	Funding available to increase existing staff FTE.
Health Services	0.11	Senior Environmental Health Specialist	Positions filled.
	1.00	Department Analyst	
	1.00	Psychiatric Nurse	
	1.00	Health Information Specialist II	Holding for salary savings.
	3.04	AODS Counselor II	Planned recruitment.
	0.57	Supervising Environmental Health Specialist	
	1.00	Biostatistician	
	0.50	AODS Counselor II	Recruitment in process.
1.20	Behavioral Health Clinician	Reserved as landing spot for Jail Clinician.	
Fire and Emergency Services	1.50	Maintenance Worker II	Planned recruitment.
	1.00	Fire Inspector II	Holding for salary savings.
Fairgrounds	0.25	Senior Simulcast Attendant	Current employee working .75 FTE, anticipates increase to work hours utilizing .25 vacancy.
	0.75	Simulcast Attendant	Planned recruitment.
	1.00	Accounting Technician	
	1.00	Fairgrounds Maintenance Worker	
General Services	1.00	Department Analyst	Recruitment in process.
	1.00	Building Mechanic II	Re-evaluating staffing needs and will return at 1st quarter to make a determination.
	1.00	Building Mechanic II	Position being held for salary savings. Planned recruitment as other vacancies occur.
	1.00	Capital Project Manager	Position filled.
Human Services	0.10	Employment & Training Counselor II	Employees working .90 and .50 FTE, using .10 and .50 FTE vacancy to offset a 1.0 FTE layoff
	0.50	Employment & Training Counselor II	
	0.20	Account Clerk II	Employees working partial time have employment rights to 1.0 FTE
	0.10	Home Care Support Specialist	
	0.50	Social Service Worker III	Planned recruitment.
	0.50	Social Service Worker IV	
Information Systems Department	1.00	Administrative Services Officer II	Position filled.
	1.00	Senior Business Systems Analyst	Hold pending determination of continuous client funded support.
	1.00	Administrative Aide	
	1.00	Information Systems Project Manager	
	1.00	Systems Software Analyst	Currently underfilled with recruitment planned.
	1.00	Records And Information Manager	Required to meet Local Government Records Management SB 742. Planned recruitment.
Probation	0.25	Probation Assistant	Current employee working .75 FTE. Upon separation position will be reconfigured to support 1.0 FTE.
	1.00	Probation Officer II	Recruitment in process.
	1.00	Probation Officer III	Holding for salary savings, may be filled if juvenile caseloads warrant additional capacity.
	1.50	Juvenile Correctional Counselor II	Created to provide flexible scheduling for existing employees seeking less than 1.0 FTE.
	7.00	Juvenile Correctional Counselor II	Recruitment in process.
	1.00	Juvenile Correctional Counselor II	May be filled in FY 17-18, as dictated by population.
	2.00	Juvenile Correctional Counselor II	Holding for salary savings.
Permit and Resources Management	0.50	Engineering Technician III	Recruitment in process.
Regional Parks	1.00	Park Planner II	Planned recruitment.
	1.00	Planning Technician	Holding for salary savings.
	2.00	Park Ranger I	Recruitment in process.

**Over 12 Months Position Vacancies Review
June 2017**

REMAINING VACANCIES			
Department	FTE	Position	Status
Sheriff's Office	2.00	Deputy Sheriff II	Positions filled.
Transportation & Public Works	1.00	Vegetation Specialist	Positions have been held vacant due to budget constraints, planned recruitment if operational reductions are backfilled.
	1.00	Maintenance Worker III	
	1.00	Maintenance Worker II	
	1.00	Engineering Technician III	
	1.00	Department Analyst	
	3.00	Maintenance Worker II	
UCCE	1.00	Public Works Operations Coordinator	Recruitment in process.
	0.35	Department Program Manager	
Water Agency	0.35	Department Program Manager	Employees working partial time have employment rights to 1.0 FTE
	1.00	Water Agency Div Mgr - Envir Res & Public Affairs	Position currently underfilled.
	0.25	Water Agency Senior Environmental Specialist	Positions temporarily filled part time, plan to return to full time position in future.
	0.25	Department Analyst	
Total FTEs	85.62		

Management to Line Staff Ratio

Department	Line 2016/2017 Supplemental		MGT 2016/2017 Supplemental		Total Alloc FTE 2016/17 Supp	Line 2017/2018 Recommended		MGT 2017/2018 Recommended		Total Alloc FTE 2017/18 Recomm	Line 2017/2018 Supplemental		MGT 2017/2018 Supplemental		Total Alloc FTE 2017/18 Supp
	Alloc FTE	% Total	Alloc FTE	% Total		Alloc FTE	% Total	Alloc FTE	% Total		Alloc FTE	% Total	Alloc FTE	% Total	
Agricultural-Commissioners Office	28.25	84.98%	5.00	15.02%	33.25	28.50	85.07%	5.00	14.93%	33.50	31.50	86.30%	5.00	13.70%	36.50
Auditor-Controller	72.00	77.42%	21.00	22.58%	93.00	72.00	77.42%	21.00	22.58%	93.00	73.00	76.84%	22.00	23.16%	95.00
Department of Child Support Services	91.50	94.82%	5.00	5.18%	96.50	91.50	94.82%	5.00	5.18%	96.50	91.50	94.82%	5.00	5.18%	96.50
Clerk Recorder Assessor	96.75	89.79%	11.00	10.21%	107.75	95.75	88.86%	12.00	11.14%	107.75	94.75	88.76%	12.00	11.24%	106.75
Community Development Commission	35.00	81.40%	8.00	18.60%	43.00	33.00	78.57%	9.00	21.43%	42.00	34.00	79.07%	9.00	20.93%	43.00
Board of Supervisors	10.00	47.62%	11.00	52.38%	21.00	10.00	47.62%	11.00	52.38%	21.00	10.00	47.62%	11.00	52.38%	21.00
County Administrator's Office	12.55	58.24%	9.00	41.76%	21.55	14.55	67.52%	7.00	32.48%	21.55	14.55	67.52%	7.00	32.48%	21.55
County Counsel	35.25	83.43%	7.00	16.57%	42.25	35.25	83.43%	7.00	16.57%	42.25	36.25	83.82%	7.00	16.18%	43.25
District Attorneys Office	113.75	91.18%	11.00	8.82%	124.75	117.25	91.42%	11.00	8.58%	128.25	117.25	91.42%	11.00	8.58%	128.25
Economic Development Board	3.75	32.61%	7.75	67.39%	11.50	3.75	32.61%	7.75	67.39%	11.50	3.75	30.00%	8.75	70.02%	12.50
Fire and Emergency Services Department	16.75	67.68%	8.00	32.32%	24.75	16.75	70.53%	7.00	29.47%	23.75	18.25	72.28%	7.00	27.72%	25.25
General Services Department	100.50	83.40%	20.00	16.60%	120.50	101.50	84.23%	19.00	15.77%	120.50	102.50	84.36%	19.00	15.64%	121.50
Department of Health Services	566.45	88.86%	71.00	11.14%	637.45	577.70	88.65%	74.00	11.35%	651.70	575.25	88.60%	74.00	11.40%	649.25
Human Resources Department	45.00	73.77%	16.00	26.23%	61.00	45.50	71.65%	18.00	28.35%	63.50	46.00	71.88%	18.00	28.13%	64.00
Human Services Department	872.55	93.97%	56.00	6.03%	928.55	824.05	93.42%	58.00	6.58%	882.05	824.05	93.42%	58.00	6.58%	882.05
IHSS Public Authority	0.00	0.00%	1.00	100.00%	1.00	0.00	0.00%	1.00	100.00%	1.00	0.00	0.00%	1.00	100.00%	1.00
Ind Office of Law Enf Review & Outreach	1.00	50.00%	1.00	50.00%	2.00	1.00	50.00%	1.00	50.00%	2.00	1.00	50.00%	1.00	50.00%	2.00
Information Systems Department	96.50	82.83%	20.00	17.17%	116.50	96.50	82.83%	20.00	17.17%	116.50	96.50	82.83%	20.00	17.17%	116.50
Permit Resource Management Department	108.00	90.76%	11.00	9.24%	119.00	108.00	90.00%	12.00	10.00%	120.00	113.00	90.40%	12.00	9.60%	125.00
Probation Department	271.60	93.78%	18.00	6.22%	289.60	273.60	93.83%	18.00	6.17%	291.60	274.00	93.84%	18.00	6.16%	292.00
Public Defender's Office	46.00	92.00%	4.00	8.00%	50.00	47.00	92.16%	4.00	7.84%	51.00	47.00	92.16%	4.00	7.84%	51.00
Regional Parks Department	79.00	89.77%	9.00	10.23%	88.00	80.00	88.89%	10.00	11.11%	90.00	80.00	88.89%	10.00	11.11%	90.00
Sheriff	618.50	94.79%	34.00	5.21%	652.50	616.50	94.48%	36.00	5.52%	652.50	617.50	94.49%	36.00	5.51%	653.50
So Co Ag Preserv and Open Space District	22.50	81.82%	5.00	18.18%	27.50	22.50	81.82%	5.00	18.18%	27.50	22.50	81.82%	5.00	18.18%	27.50
Water Agency	184.75	81.48%	42.00	18.52%	226.75	187.75	81.72%	42.00	18.28%	229.75	187.75	81.72%	42.00	18.28%	229.75
Transportation and Public Works	151.00	88.30%	20.00	11.70%	171.00	147.00	88.55%	19.00	11.45%	166.00	147.00	89.09%	18.00	10.91%	165.00
UC Cooperative Extension	4.00	66.67%	2.00	33.33%	6.00	4.00	66.67%	2.00	33.33%	6.00	4.00	66.67%	2.00	33.33%	6.00
Fairgrounds	23.75	77.24%	7.00	22.76%	30.75	23.75	77.24%	7.00	22.76%	30.75	23.75	77.24%	7.00	22.76%	30.75
Total FTE	3706.65	89.37%	440.75	10.63%	4147.40	3674.65	89.12%	448.75	10.88%	4123.40	3686.60	89.13%	449.75	10.87%	4136.35



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June 6, 2017

To: Members of the Board of Supervisors
From: Sheryl Bratton, County Administrator
Re: FY 2017-2018 Departments' Requests

Program Change Requests

In addition to requests that were accommodated within the 2017-2018 Recommended Budget and within the Supplemental Budget, program change requests totaling \$9.7 million in one-time funding and \$13 million in ongoing funding were submitted by departments for consideration. These include requests from departments for additional funding to enhance their level of service, requests from departments to provide additional funding in order to prevent cuts that are needed to balance their budgets, as well as a request from the Fire Service Advisory Council for additional funding for fire services throughout Sonoma County. The program change requests also address recommendations from the County Administrator's Office to meet two of the proposed new financial policies: Balanced Budget Policy and Facility Maintenance and Investment Policy. These requests are presented in the following tables for your consideration.

Organization of Tables

Funding all of the departmental requests would cost \$22.77 million in FY 2017-2018, which significantly outstrips available funding. Staff are recommending an order of prioritization by which available funds could be allocated. These are divided into three categories:

- 1) Table 1 reflects ongoing needs that the County Administrator recommends funding using a "cascading" approach, with the items on top funded first and others funded as additional revenue is available. The source of this ongoing funding would be growth in property taxes that is higher than anticipated. Requests in this category total \$1.55 million in ongoing costs and \$79,000 in one-time costs for a total of \$1.63 million in FY 2017-2018. This category also includes the addition of 8 positions in the Permit and Resource Management Department that are funded by revenue and reductions in extra help costs and thus have no net budget impact.
- 2) Table 2 contains requests for one-time funding that the County Administrator recommends funding out of available one-time sources. Items on this table total \$7.97 million.
- 3) Table 3 contains additional requests submitted for consideration totaling \$1.68 million in one-time funding and \$11.50 million in recurring funding that are not recommended for funding at this time given estimates of available resources. In order to assist the Board in review of these requests, staff have grouped them into four prioritization categories. The first tier are items that

meet clearly demonstrated needs and which would be recommended for close consideration were funding available. The second tier also meet a demonstrated need, but have remaining questions that suggest they require further evaluation. The third tier represent requests where there are other viable alternatives that should be explored prior to funding. Finally, there are a number of requests for funding from the Sheriff, primarily to offset potential cuts. These requests are pending a co-review of the full departmental budget by the County Administrator's Office and the Sheriff's Office.

FY 2017-2018 BUDGET
PROGRAM CHANGE REQUESTS RECOMMENDED FOR FUTURE ONGOING FUNDING
TABLE 1

Department	ID	Description	One Time Net Cost	Ongoing Net Cost	Recommended for funding
General Fund	1	Reduce FY 18/19 Budget Reliance in Year-End Savings	0	500,000	Yes
Capital Projects	2	Establish New Facility Maintenance and Investment Fund to Address Capital Needs	0	500,000	Yes
Auditor-Controller-Treasurer-Tax Collector	3	Add 3.0 FTEs to the Payroll division (1 Supervising Accountant and 2 Accountant IIs) to ensure that payroll operates correctly and to avoid risk while freeing up resources to address ongoing needs for the Human Resource Management System. Annual cost is \$378,000, which will be offset in FY 2017-18 by \$100,000 in available one-time funding in the Department.	0	378,000	\$280,000 if sufficient growth
County Administrator/Board of Supervisors	4	Provide \$110,106 in FY 2017-18 funding and \$31,000 in ongoing funding to implement three new systems in the Board of Supervisors/County Administrator departments, including an online solution for managing and accepting applications for boards and commissions, a civic participation system that will provide for online discussion and communication with residents, and agenda management system to streamline the agenda item process.	79,106	31,000	Yes
Clerk-Recorder-Assessor	5	Restore \$50,000 in funding for services and supplies in the Registrar of Voters to cover estimated ballot printing and mailing costs. Funding was cut in order to balance the 2017-18 budget.	0	50,000	Yes
Clerk-Recorder-Assessor	5	Restore \$95,000 of funding for a currently vacant Appraiser Aide position in the Assessor division. The position is currently being left vacant in order to meet budget targets without incurring layoffs, but vacancy will result in delay to workload in the Assessor's office.	0	95,000	Yes
Permit Sonoma	6	Add 1.0 FTE Division Manager and 1.0 Secretary in the Comprehensive Planning Section funded by revenue collected in the Planning Administration fund dedicated to the General Plan Updated, as well as project funding. Incumbent will be responsible for General Plan Updates, as well as activities associated with the three new Groundwater Sustainability Agencies. Positions cost of \$302,000 will be funded through updated permit revenue.	0	0	Yes
Permit Sonoma	6	Add 1 FTE Department Analyst funded by a reduction in the use of Extra Help. Duties would be related to safety and training programs, contract and grant processing and monitoring, and data collection and analysis to maximize the benefits of recent investments in technology. The incumbent would also provide support to a fee study that is being recommended. The annual cost of the position is \$144,033 and will be covered with increased revenue.	0	0	Yes
Permit Sonoma	6	Add 1 FTE Secretary funded by existing revenue and a reduction in the use of Extra Help. The incumbent would respond to PRA's (currently being done by planners and managers), as well as provide back up for front counter staff. Total annual cost of the position is \$108,143, which will be covered by revenue.	0	0	Yes

FY 2017-2018 BUDGET
PROGRAM CHANGE REQUESTS RECOMMENDED FOR FUTURE ONGOING FUNDING
TABLE 1

Department	ID	Description	One Time Net Cost	Ongoing Net Cost	Recommended for funding
Permit Sonoma	6	Add 2 FTE Engineering Technician III in the Water and Septic Section funded by fees from the Operational Permit program (septic) as additional systems will be subject to the program as a result of new state regulations; as well as increased permit activity due to changing state regulations (more systems will now need to be replaced rather than repaired). Using Engineering Technicians, rather than REHS, should allow for more stable staffing for this program. The annual cost of these positions is \$300,926. Inspection activity should match the fee revenues billed, and additional staffing supports that.	0	0	Yes
Permit Sonoma	6	Add 1 FTE Department Information Specialist II funded by technology enhancement fee revenue and a reduction in the use of Extra Help. This position will help support the technology enhancements that have led to more electronic submittals, as well as the new programs being developed and implemented by the department as they relate to vacation rentals and cannabis. The annual cost of the position is \$146,498. When the technology enhancement fee was approved by the Board, the Department was conservative in the estimates, and now historical data shows that there is sufficient revenue to cover this position.	0	0	Yes
Permit Sonoma	6	Add 1 FTE Engineering Technician in the Engineering Section to review subdivision and commercial development improvement plans. Workload in this area continues to increase. The annual cost of the position is \$139,360 and will be funded with increased revenue.	0	0	Yes
TOTAL FUNDING RECOMMENDATIONS			79,106	1,554,000	1,633,106

**FY 2017-2018 BUDGET
PROGRAM CHANGE REQUESTS RECOMMENDED FOR ONE-TIME FUNDING**

TABLE 2

Department	ID	Description	One Time Net Cost	Recommended for funding
Transportation & Public Works	A	Provide \$995,774 in additional one-time funding to prevent cuts due to declining state gas tax revenue. Only one year of funding is needed because additional funding from the increased gas tax can cover costs beginning in FY 2018-19. Funding includes: 1) \$265,000 to fund a Department Information Systems Coordinator and an Account Clerk position, both of which are currently vacant and which the Department cannot fund under the current budget. The Information System Coordinator manages network access and security, liaises with the Information Systems Department, and helps manage the department's work request and work order management system. The Account Clerk serves as payroll clerk for the department. 2) \$255,000 to prevent elimination of the Transpiration and Public Works public affairs program. Funding allocated to this program is being redirected to fund field operations positions that would otherwise be cut due to State funding reductions. 3) \$365,000 for Road Maintenance Field Operations which will allow for filling of 1.0 Vegetation Specialist at a cost of \$115,000 and increase services and supplies by \$250,000 to fund road materials. 4) \$110,774 to fill a currently vacant Traffic Section Technician to address requests for traffic calming, speed limit modifications, and no parking zones.	995,774	Yes
Transportation & Public Works	B	Provide support to address Road system storm damage costs	4,093,000	Yes
Sheriff	C	Placeholder set aside funding to address budget adjustments submitted to balance the departments recommended budget. Review results will be presented in the winter of 2018.	TBD	Yes
Capital Projects	D	Add \$500,000 in additional funding to fully fund construction of Andy's Unity Park.	500,000	Yes
General Services	E	Additional appropriations of \$238,694 for management of the Petaluma and Cotati Veteran's Memorial Buildings. Costs will be offset by \$166,661 in additional revenue leading to a net cost of \$72,033. Funding is for one year while the County conducts an solicitation process to find a third-party operator beginning in FY 2018-19.	72,033	Yes
Human Resources	F	Provide \$50,000 to conduct a County Promotional and Recruitment marketing campaign focusing on the County as an "Employer of Choice" and diversity recruitment outreach.	50,000	50,000
General Services	G	Provide \$96,000 to hire a security consultant in order to assist in coordinating County security policy and assessing needs.	96,000	Yes
General Services	H	Convert 1.0 FTE Purchasing Agent from limited term to full time, for an annual cost of \$163,788. Current position expires on 6/30/2017.	163,788	One-year extension
TOTAL FUNDING RECOMMENDATIONS			5,970,595	5,970,595

**FY 2017-2018 BUDGET
OTHER PROGRAM CHANGE REQUESTS
TABLE 3**

Department	Priority	Description	One Time Net Cost	Ongoing Net Cost
Auditor-Controller-Treasurer-Tax Collector	1	AUDITOR-CONTROLLER-TREASURER-TAX COLLECTOR Add 2.0 FTEs (1.0 Accounting Assistant and 1.0 Senior Account Clerk) to address the increased administrative needs associated with the TOT program. Funded with TOT revenues. These positions are critical to ensure that identified operators are certified and make timely and accurate payments. These positions are needed to ensure that the estimated 3,300 operators are making their payments on a timely and accurate tax basis. <i>Alternative: wait for Measure L Ad-Hoc recommendations.</i>	0	218,000
Auditor-Controller-Treasurer-Tax Collector	1	AUDITOR-CONTROLLER-TREASURER-TAX COLLECTOR Add a 1.0 FTE position to serve as the manager of a combined EFS/HRMS Support Organization ("ERP Manager"). This position was approved by the EFS/HRMS Steering Committee to be added as an allocation, but the position will not be filled until additional work can be completed by ACTTC, HR and ISD. As a result, there is not expenditure/revenue change associated with this position. When the position is filled, it can be funded within the existing EFS/HRMS budget and rate structure and will not cause a rate increase to other departments.	0	0
Fire and Emergency Services	1	Provide \$52,000 to fund a marketing campaign to encourage use of the SoCoAlert tool, which allows local agencies to provide rapid notification in the event of an emergency. The campaign would include digital advertising, advertising in cinemas, and a 2-1-1 enrollment partnership.	52,000	0
IOLERO	1	Add 1.0 FTE Community Engagement Coordinator	0	141,989
General Services	1	Provide an additional \$83,845 for maintenance at the Veteran's Memorial Buildings.	0	83,845
Information Systems	1	Provide \$353,334 to backfill funding lost due to the State's Superior Court withdrawing from the Integrated Justice System. Costs of maintaining and operating the system, which will continue to include significant elements of the Court System, will not be reduced by the amount of lost revenue, and maintenance of the system is critical to the Justice Partners and other services that they interact with.	0	353,334
Transportation & Public Works	1	Provide \$204,226 in one-time funding to fill a currently vacant Road Operations Coordinator to oversee bridge, culvert, and traffic countywide crews.	204,226	0
Clerk-Recorder-Assessor	2	Add 1.0 FTE Senior Storekeeper to the Registrar of Voters to meet increased workload do to increased volume of vote by mail ballots and more frequent elections and to oversee extra help staff.	0	108,400
Permit Sonoma	2	PERMIT AND RESOURCE MANAGEMENT DEPT Convert 1 Planner III from Limited Term (expires 8/18/18) to Permanent, no change in funding requirements. Department is requesting conversion to permanent earlier, as it is difficult to fill at Limited Term. Position was created to support vacation rentals, cannabis, and other projects, and this workload has proven to be ongoing. Position is funded by project funds. <i>Alternative: Wait for fee study and review results.</i>	0	0
Permit Sonoma	2	PERMIT AND RESOURCE MANAGEMENT DEPT Convert 1 Senior Environmental Health Specialist from Limited Term (expires 6/30/18) to Permanent, no change in funding requirements. Department is requesting conversion to permanent earlier, as this is a difficult job class to fill, made more difficult by the term-limited nature. Position is funded by charges for services and workload continues to support the position. The position provides environmental review for TPW, Parks, and General Services projects, as well as EIR's that come in from private developers. <i>Alternative = Continue as limited term, risk continued turnover.</i>	0	0

**FY 2017-2018 BUDGET
OTHER PROGRAM CHANGE REQUESTS
TABLE 3**

Department	Priority	Description	One Time Net Cost	Ongoing Net Cost
UC Cooperative Extension	2	Provide \$60,000 in ongoing funding to restore a vacant Senior Agricultural Program Assistant position that is being left vacant. The position was partially supported by Sudden Oak Death grant funding that is not expected to continue.	0	60,000
Information Systems	2	Add 1.0 FTE Information Technology Analyst III to serve as the Americans With Disabilities Act (ADA) Program Tech Lead in order to enhance the County's existing ADA programs by providing training, and improvements to templates, instructions, compliance monitoring, evaluation of new document remediation technologies. Total cost would be \$217,145.	0	217,145
Auditor-Controller-Treasurer-Tax Collector	3	Add a 1.0 Department Analyst to the administrative support division of the department in order to provide additional support to the department on creating and implementing policies and procedures, budgeting, preparation of board reports, and other administrative needs, as well as supporting countywide efforts on areas such as accounting, payroll, and the Enterprise Financial System where the department plays a lead role.		0
Clerk-Recorder-Assessor	3	Add 1.0 FTE Senior Election Specialist at an annual cost of \$110,650 to handle increased workload caused by increasing number of registered voters, increased vote by mail, and to assist with implementation of new legislation that is expected to further increase voter registration.	0	110,650
Clerk-Recorder-Assessor	3	Provide an additional \$1,000,000 in funding toward the future purchase of a replacement for the current voting system. Total costs is estimated as \$4 million, and \$1,583,511 to day, for a remaining gap of \$2.4 million. <i>Alternative: wait for pending legislation which may include funding.</i>	1,000,000	0
Fire Service Advisory Council	3	Provide \$2,593,511 in additional funding (for a total of \$3.9 million) for fire services to be distributed to fire agencies including a 5% increase over funding provided for distribution in FY 2017-18 as well as an additional \$1.75 million to fund augmented staffing at agencies by providing funding to allow for volunteer sleeper programs or other uses. <i>Alternative: wait for Ad-Hoc recommendations which are anticipated later this year after Standards of Cover study and Advisory Council strategic workshop is completed.</i>	0	2,593,511
General Services	3	Add \$219,878 in funding to the General Services Facilities operating budget in order to fund hazardous materials abatement activities performed by existing staff. Current funding comes from Capital Improvement Plan funding, but this is an on-going operational need and the Department is requesting operational funding. <i>Alternative: wait until internal cost allocation review is completed.</i>	0	219,878
General Services	3	Add 1.0 FTE Accountant to support Internal Service Fund billing at an annual cost of \$134,208. <i>Alternative: wait until internal cost allocation review is completed.</i>	0	134,208
General Services	3	Convert 1.0 FTE Buyer from Limited Term to Full Time, at an annual cost of \$130,123. The position is currently vacant and set to expire on June 30, 2017. <i>Alternative: wait until internal cost allocation review is completed.</i>	0	130,123
Human Resources	3	Provide \$525,000 in FY 2017-18 funding and \$375,000 in ongoing funding to create a unified countywide learning management system to replace the various outdated systems. Funding would support addition of 1.0 FTE Department Information Systems Specialist to support the system rollout and management and manage relationships with vendor and ISD, as well as vendor costs for procurement and integration of the system.	150,000	375,000

**FY 2017-2018 BUDGET
OTHER PROGRAM CHANGE REQUESTS
TABLE 3**

Department	Priority	Description	One Time Net Cost	Ongoing Net Cost
Human Resources	3	Consolidate countywide recruitment and advertising costs into a single budget unit within HR to support the above continuing initiative. The current direct charge to depts. funding model for recruitment advertising is inefficient, and limits marketing efforts to individual ads targeting active job seekers. This individualized approach does not support the development and execution of an integrated marketing strategy that establishes the County of Sonoma as an “employer of choice”, effective at reaching both active and passive candidates on a continuous basis. In addition, without an established marketing budget, Human Resources is unable to take advantage of economies of scale to arrange recruitment marketing packages which maximize the County’s exposure at reduced rates. This would require reallocation of budgeted recruitment advertising funds from individual departments into the Human Resources	0	0
Probation	3	Provide \$84,000 per year to Probation to pay for additional lease costs for investigation unit, which is moving out of the Family Justice Center. <i>Alternative: Department believes they can fund FY 2017-18 costs through salary savings, but additional resources may be needed in FY 2018-19.</i>	0	84,000
Sheriff	3	Add 1.0 Senior Legal Processor to address increased complexity of release time calculations at an annual cost of \$118,400.		118,400
Sheriff	3	Add 1.0 Senior Legal Staff Supervisor to address increased complexity of release time calculations and to provide supervision at the North County Detention Facility at an annual cost of \$126,125.		126,125
Sheriff	Pending	Provide \$604,440 to allow for continued housing of inmates and prevent the need for additional detention alternatives. <i>Note: pending CAO and Sheriff co-review of full budget.</i>		604,440
Sheriff	Pending	Convert Senior Office Assistant to Secretary. SO has indicated that they will reduce expenses in S/S to cover the increase (showing as reimb). With 5 Secretary and 2 SOA positions for the entire department, this reclassification will allow the greatest flexibility of this limited resource. This was not included in the recommended budget, because the position was filled, but the incumbent has promoted to another position, so the SOA is vacant. <i>Note: pending CAO and Sheriff co-review of full budget.</i>		4,763
Sheriff	Pending	Provide \$35,297 to reopen report writing rooms in Mark West, Amarosa, and Roseland. <i>Note: pending CAO and Sheriff co-review of full budget.</i>		35,297
Sheriff	Pending	Provide \$195,434 to restore a currently vacant Dispatch Supervisor position. <i>Note: pending CAO and Sheriff co-review of full budget.</i>		195,434
Sheriff	Pending	Provide \$55,320 to restore a Detention Training Deputy, currently funded as an Administrative Aide. <i>Note: pending CAO and Sheriff co-review of full budget.</i>		55,320
Sheriff	Pending	Provide \$51,509 to reopen report writing rooms in Mark West, Amarosa, and Roseland. <i>Note: pending CAO and Sheriff co-review of full budget.</i>		51,509
Sheriff	Pending	Provide \$24,200 in increased contributions to the Law Enforcement Chaplaincy Program. <i>Note: pending CAO and Sheriff co-review of full budget.</i>		24,200
Sheriff	Pending	Provide \$60,00 in one-time funding to replace dispatch audio recorder. Replacement covers cost of the recorder and five years of maintenance. <i>Note: pending CAO and Sheriff co-review of full budget.</i>	60,000	
Sheriff	Pending	Provide \$216,663 in FY 2017-18 and in FY 2018-19 to replace 12 dispatch workstations over the next two years. <i>Note: pending CAO and Sheriff co-review of full budget.</i>	216,663	
Sheriff	Pending	Provide \$163,149 to restore a crime analyst. <i>Note: pending CAO and Sheriff co-review of full budget.</i>		163,149

**FY 2017-2018 BUDGET
OTHER PROGRAM CHANGE REQUESTS
TABLE 3**

Department	Priority	Description	One Time Net Cost	Ongoing Net Cost
Sheriff	Pending	Provide \$213,868 to restore a marine unit deputy. If not funded existing staff will be moved to other units. <i>Note: pending CAO and Sheriff co-review of full budget.</i>		213,868
Sheriff	Pending	Provide \$254,836 to restore funding for overtime, equipment, training, and other services and supplies. <i>Note: pending CAO and Sheriff co-review of full budget.</i>		254,836
Sheriff	Pending	Provide \$280,000 to restore contracted Behavioral Health staffing on the overnight shift. Contract amount will be reduced if funding is not received. <i>Note: pending CAO and Sheriff co-review of full budget.</i>		280,000
Sheriff	Pending	Provide \$129,818 to restore Community Services Officer for Graffiti removal program. <i>Note: pending CAO and Sheriff co-review of full budget.</i>		129,818
Sheriff	Pending	Provide \$309,459 to restore a Guerneville Substation Sergeant. If not funded existing staff will be moved to other units. <i>Note: pending CAO and Sheriff co-review of full budget.</i>		309,459
Sheriff	Pending	Provide \$516,015 to restore new-hire training services. <i>Note: pending CAO and Sheriff co-review of full budget.</i>		516,015
Sheriff	Pending	Provide \$309,459 to restore a Sonoma Valley Substation Sergeant. If not funded existing staff will be moved to other units. <i>Note: pending CAO and Sheriff co-review of full budget.</i>		309,459
Sheriff	Pending	Provide \$1,118,578 to restore the Community Oriented Policing Unit, including 1.0 Sergeant and 4.0 Deputies. If not funded existing staff will be moved to other units. <i>Note: pending CAO and Sheriff co-review of full budget.</i>		1,118,578
Sheriff	Pending	Provide \$897,202 to restore the gang crimes unit, consisting of 1.0 Sergeant and 2.0 Deputies. If not funded existing staff will be moved to other units. <i>Note: pending CAO and Sheriff co-review of full budget.</i>		897,202
Sheriff	Pending	Provide \$122,415 to restore the Inmate Mental Health Correctional Sergeant position. If not funded existing staff will be moved to a fixed post and savings will come from reduced overtime costs. <i>Note: pending CAO and Sheriff co-review of full budget.</i>		122,415
Sheriff	Pending	Provide \$781,424 to restore the narcotics unit, including 1.0 Sergeant and 2.0 Deputies. If not funded existing staff will be moved to other units. <i>Note: pending CAO and Sheriff co-review of full budget.</i>		781,424
Sheriff	Pending	Provide \$355,616 to restore 3.0 dispatchers. <i>Note: pending CAO and Sheriff co-review of full budget.</i>		355,616
TOTAL WITHOUT IDENTIFIED FUNDING			1,682,889	11,497,410

**FY 2017-2018 BUDGET
OTHER PROGRAM CHANGE REQUESTS
TABLE 3 - ADDENDUM**

Department	Priority	Description	<u>One Time Net Cost</u>	<u>Ongoing Net Cost</u>
Information Systems	3	Implement a new program to expand management of digital records online through conversion of forms from paper to electronic formats to improve efficiencies for all County operations. Exchange 2.0 vacant FTE (Mail, Materials Records Handler) for 1.0 FTE Business Systems Analyst and 1.0 FTE Information Technology Analyst. The requested staff would provide consultation, workflow mapping, form design, electronic signature integration, data collection, data structure for analysis, and integration with the County's existing enterprise systems. New staff would also provide training to departments and agencies on use of tools.	0	396,320

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Date:

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Date: June __, 2017

Item Number: _____
Resolution Number: _____



4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, and all Public Entities for which the Board Of Supervisors Acts as the Board Of Directors or Commissioners, Adopting the Fiscal Year 2017-2018 Budget for all Governmental Entities within its Jurisdiction; Addressing ADA Requirements; Authorizing the County Administrator and Human Resources Director to make technical changes to departmental position allocation; Authorizing the County Administrator and Auditor-Controller-Treasurer-Tax Collector to:

(1) complete any necessary budgetary and accounting adjustments necessary to assign year-end actual fund balances, and to close out the fiscal year; (2) temporarily transfer funds during the last thirty days of Fiscal Year 2016-2017 to ensure service delivery continuation for mandated services; (3) transfer to the Sonoma County Employee Retirement Association (SCERA) up to the maximum annual amount allowed to prepay Fiscal Year 2017-2018 employer contributions; (4) implement the Fiscal Year 2017-2018 employer and employee contribution rates as adopted by SCERA; and (5) establish rates necessary to make the annual payment on Pension Obligation Bonds (POB) issued by the County, and to meet annual Other Post-Employment Benefits (OPEB) annual contribution. And, the Sonoma County Water Agency Board making findings and issuing orders as it relates to the Warm Springs Dam/Russian River Project

Whereas, the Board of Supervisors of the County of Sonoma ("Board"), as the governing body of the County and as the Directors and Commissioners of its Internal Service and Enterprise Funds, Special Districts, and Community Development Commission, has made available for public review the recommended budget for Fiscal Year 2017-2018 for the governmental entities within its jurisdiction ("Fiscal Year 2017-2018 Recommended Budget"), in accordance with Section 29080 of the Government Code, State of California, and

Whereas, the Board has completed Budget Hearings, as required by Sections 29080 and 29081 of the Government Code, State of California, and

Whereas, at this time, it is the desire of the Board to adopt a Fiscal Year 2017-2018 Budget by reference for all governmental entities within its jurisdiction, and

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Whereas, the Federal Americans with Disabilities Act of 1990 (ADA) is wide-ranging legislation intended to make American Society more accessible to people with disabilities, and

Whereas, the County has an updated ADA Transition Plan with a multi-year schedule for additional ADA barrier removal that is addressed in the Fiscal Year 2017-2018 Recommended Budget reviewed in the Budget Hearings.

Now, Therefore, Be It Resolved and Ordered that the Fiscal Year 2017-2018 Recommended Budget, adjusted for 1) the attached increases/decreases listed in Exhibit A, and 2) the Budget Hearings materials Attachment/Tab 2, be adopted by reference as the Fiscal Year 2017-2018 Adopted Budget for the governmental entities listed in Exhibit B, in accordance with Sections 29088 through 29092 of the Government Code, State of California.

Be It Further Resolved amounts short of the FY 2016-2017 year-end General Fund available balance required to finance the Adopted FY 2017-2018 Budget would be balanced by reducing FY 2017-2018 appropriated General Fund Contingencies.

Be It Further Resolved that the Human Resources Director, with the concurrence of the County Administrator, is authorized to make technical changes to departmental position allocation lists to conform to the position allocation changes included in Exhibit C, as updated by Board direction in the Budget Hearings, and all previous Board actions. Such changes shall also include the adjustment of the term of any time limited positions necessary to complete projects continued into the 2017-2018 fiscal year per the adopted budget and authorized adjustments thereto.

Be It Further Resolved that the County Auditor-Controller-Treasurer-Tax Collector and the County Administrator are authorized to complete any necessary budgetary and accounting transfers and adjustments to implement the adopted FY 2017-2018 budget and to re-establish valid prior year encumbrances in FY 2017-2018. Such adjustments shall include but not be limited to decreasing appropriations in any and all funds associated with projects initiated prior to the 2016-2017 fiscal year-end to meet actual available resources. Authority includes budgetary adjustments necessary to the FY 2017-2018 appropriations in the Capital Projects fund to match actual year-end available balances once the FY 2016-2017 fiscal year is closed.

Be It Further Resolved that the County Auditor-Controller-Treasurer-Tax Collector and the County Administrator are authorized to complete any necessary budgetary and accounting adjustments necessary to assign year-end actual fund

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balances, and increasing or decreasing appropriations to close out the fiscal year for previously approved projects, operations and maintenance expenses.

Be It Further Resolved that the County Auditor-Controller-Treasurer-Tax Collector and the County Administrator are authorized to establish new funds and complete any necessary budgetary and accounting transfers and adjustments to comply with Generally Accepted Accounting principles (GAAP). This authority applies to FY 2016-2017 and includes adjustments made during the year-end close period as well as to post audit adjustments as the Comprehensive Annual Financial Report (CAFR) is being compiled.

Be It Further Resolved that the County Auditor-Controller-Treasurer-Tax Collector and the County Administrator are authorized to temporarily transfer cash between certain County funds during the last thirty days of the current fiscal year subject to all applicable laws and government accounting standards and principles as necessary in order to maintain appropriate levels of working capital to ensure service delivery continuation for mandated services. This authorization covers permissible temporary cash transfers within the governmental fund types of the general fund, enterprise funds, internal service funds and special revenue funds as well as from any of the first three of these fund types to any of the other specified fund types, to the extent allowable under law.

Be It Further Resolved that the Board authorizes County Administrator and the Auditor-Controller-Treasurer-Tax Collector to transfer to the Sonoma County Employee Retirement Association (SCERA) up to the maximum annual amount allowed to prepay Fiscal Year 2017-2018 employer contributions covering normal and unfunded liability costs per the SCERA policy to be retained on deposit.

Be It Further Resolved that the Board, in accordance with California Government Code Section 31454, authorizes County payroll to implement the Fiscal Year 2017-2018 employer and employee retirement system contribution rates previously adopted by the Sonoma County Employees' Retirement Association (SCERA) Board of Retirement on February 23, 2017, via Resolution #138.

Be It Further Resolved that the Board directs that the future rates established by the County Administrator and the Auditor-Controller-Treasurer-Tax Collector to collect the necessary appropriations to make the annual payment on Pension Obligation Bonds (POB) issued by the County, and authorizes County Payroll to collect appropriations to meet annual Other Post-Employment Benefits (OPEB) obligations, be adopted through their inclusion in the annual Budget.

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Be It Further Resolved that the Board declares its intent to continue allocating funds in future years to identify and remove physical and programmatic barriers to County services, and

Be It Further Resolved that the Board directs all department and agency heads of the County to examine all possible programmatic and operational means to ensure accessibility of their programs and services to avoid more costly and time-consuming construction or remodeling projects to remove barriers.

Be it Further Resolved that with respect to the Sonoma County Water Agency ("Water Agency") this Board hereby finds, determines, declares and orders as follows:

1. The Warm Springs Dam/Russian River Project ("the Project") was approved by the United States Congress (Public Law 516, 81st Congress, 2nd Session), by the California Legislature (Water Code sections 12699 and 12700) and the Water Agency's indebtedness arising from the Project ("the indebtedness") was approved by the Water Agency's voters in elections held in 1955, 1974 and 1979. The Water Agency levies a tax at a rate necessary to pay the indebtedness so as to ensure a continuation of the benefits of the Project.

2. Costs associated with the Project include the contractual obligations owed to the federal government and other public agencies as identified and discussed in the August 2001 "Report to the Board of Directors of the Sonoma County Water Agency on Financing the Costs of the Russian River Project" ("the Report"). Additional obligations include the obligations relating to the operation of Warm Springs Dam and the Russian River Project that will be imposed on the Water Agency during Fiscal Year 2016-2017 under the Biological Opinion issued by the National Marine Fisheries Service in September 2008. Other Water Agency revenues are not reasonably available to fund these increased costs due to the need to fund other obligations identified in the Recommended Budget, including but not limited to funding other Water Agency non-Project obligations and programs.

3. The rate of the tax levied for the indebtedness for fiscal year 2017-2018 is a rate reasonable, necessary and appropriate to discharge the Water Agency's voter-approved indebtedness, including an amount appropriate for necessary reserves, after taking into account funds available from the Water Agency's General Fund and other Water Agency funds. Accordingly, this Board concludes that the Water Agency's taxes for the Project have been and are levied in full compliance with the requirements of Article 13 A, section 1(b)(1), Revenue & Taxation Code section 96.31 and Government Code section 29100.

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4. The County Counsel is directed to advise this Board and the General Manager as to lawful appropriations that can be made from taxes levied for the Project to pay the indebtedness.

Supervisors:

Gorin:

Rabbitt:

Gore:

Hopkins:

Zane:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.

Budget Adoption Resolution Exhibit A Budget Hearings Actions

FY 2017-2018 Budget Hearings Actions/Directions			Other	Gen. Fund Contingency
ID	Description	FTE		5,000,000
			<i>ON-GOING</i>	<i>ONE-TIME</i>
1				
2				
3				
4				
	Available Balance--->		-	5,000,000

DRAFT

DRAFT

	Directions to Staff:
A	
B	
C	
D	
E	
F	

GOVERNMENTAL AGENCIES INCLUDED WITHIN THE FY 2017-2018 BUDGET

1. Under the Board of Supervisors Jurisdiction:
 - A. County of Sonoma - (Including individual budgets and information in the following functional areas)
 - Administration & Fiscal Services
 - Justice Services
 - Health & Human Services
 - Development Services
 - Other County Services
 - Capital Projects
 - Reserves / Designations
 - B. Internal Service/Enterprise Funds
 - Airport Enterprise Fund
 - ERP System Administration - ISF
 - Heavy Equipment Internal Service Fund
 - Mason Marina Enterprise Fund
 - Refuse Disposal Enterprise Fund
 - Self-Funded Insurance – ISF
 - So Co Employee Retirement fund - ISF
 - Sonoma County Energy Independence Program
 - Sport Fishing Center Enterprise Fund
 - Spud Point Marina Enterprise Fund
 - Transit Enterprise Fund
 - Unemployment Insurance - ISF
 - C. Special Districts
 1. County Service Areas
 - a. #40 County Fire Services
 - b. #41 Multi-Services
 2. South Santa Rosa Lighting/Landscaping District
 3. Community Facilities Districts
 - a. #4 Wilmar
 - b. #5 Dry Creek
 - c. #7 Mayacamas
 4. Lighting Districts

<ol style="list-style-type: none"> a. CSA #41 County-Wide c. Airport Business Center e. CSA #41 Meadowlark 	<ol style="list-style-type: none"> b. Airport/Larkfield/Wikiup d. Roseland
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 5. Permanent Roads

<ol style="list-style-type: none"> a. Bittner Lane c. Mirabel Heights e. Peaks Pike 	<ol style="list-style-type: none"> b. Mill Creek Lane d. Monte Rosa f. Canon Manor
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2. Under the Board of Directors Jurisdiction:
 - A. Special Districts
 1. Sonoma County Water Agency and Zones
 2. Sanitation Districts
 - a. Occidental
 - b. Russian River
 - c. Sonoma Valley
 - d. South Park
 3. Sonoma County Agricultural Preservation/Open Space District
 4. IHSS Public Authority
 5. Rio Nido Geologic Hazard Abatement District
3. Under the Board of Commissioners Jurisdiction:
 - A. Community Development Commission

Department Defined	Title	FY 17/18 Recomm Total	FY 17/18 Supp	17/18 Totals with Supp	FY 17/18 Hearing actions	Final Adopted FY 17/18	Notes
AGRICULTURAL COMMISSIONER							
AGRICULTURAL COMMISSIONER	OFFICE ASSISTANT II	0.80		0.80		0.80	
AGRICULTURAL COMMISSIONER	SENIOR OFFICE ASSISTANT	1.00	1.00	2.00		2.00	Resolution 17-0164
AGRICULTURAL COMMISSIONER	RECEPTIONIST	1.00		1.00		1.00	
AGRICULTURAL COMMISSIONER	ACCOUNT CLERK II	0.00		0.00		0.00	
AGRICULTURAL COMMISSIONER	SENIOR ACCOUNT CLERK	2.00		2.00		2.00	
AGRICULTURAL COMMISSIONER	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
AGRICULTURAL COMMISSIONER	DEPARTMENT ANALYST	1.00		1.00		1.00	
AGRICULTURAL COMMISSIONER	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00	
AGRICULTURAL COMMISSIONER	ENVIRONMENTAL SPECIALIST	1.00		1.00		1.00	
AGRICULTURAL COMMISSIONER	ENGINEERING TECHNICIAN IV	1.00		1.00		1.00	
AGRICULTURAL COMMISSIONER	SENIOR ENGINEER	1.00		1.00		1.00	
AGRICULTURAL COMMISSIONER	AGRICULTURAL BIOLOGIST-STANDARD SPECIALIST III	6.70	2.00	8.70		8.70	Resolution 17-0164
AGRICULTURAL COMMISSIONER	SENIOR AGRICULTURAL BIOLOGIST-STANDARD SPECIALIST	3.00		3.00		3.00	
AGRICULTURAL COMMISSIONER	DEPUTY AGRICULTURAL COMMISSIONER	3.00		3.00		3.00	
AGRICULTURAL COMMISSIONER	CHIEF DEPUTY AGRICULTURAL COMMISSIONER	1.00		1.00		1.00	
AGRICULTURAL COMMISSIONER	ASSISTANT AGRICULTURAL COMMISSIONER	1.00		1.00		1.00	
AGRICULTURAL COMMISSIONER	AGRICULTURAL COMMISSIONER-SEALER	1.00		1.00		1.00	
AGRICULTURAL COMMISSIONER	WILDLIFE SPECIALIST	1.00		1.00		1.00	
SEALER OF WEIGHTS & MEASURES	CHIEF DEPUTY SEALER	1.00		1.00		1.00	
SEALER OF WEIGHTS & MEASURES	AGRICULTURAL BIOLOGIST-STANDARD SPECIALIST III	4.00		4.00		4.00	
SEALER OF WEIGHTS & MEASURES	SENIOR AGRICULTURAL BIOLOGIST-STANDARD SPECIALIST	1.00		1.00		1.00	
10-AGC Total		33.50	3.00	36.50		36.50	

AUDITOR CONTROLLER TAX COLLECTOR							
AUDITOR-CONTROLLER	BUSINESS SYSTEMS ANALYST	1.00		1.00		1.00	
AUDITOR-CONTROLLER	DEPARTMENT INFORMATION SYSTEMS MANAGER	1.00		1.00		1.00	
AUDITOR-CONTROLLER	ACCOUNT CLERK II	1.00		1.00		1.00	
AUDITOR-CONTROLLER	SENIOR ACCOUNT CLERK	3.00		3.00		3.00	
AUDITOR-CONTROLLER	ACCOUNTING ASSISTANT	5.00		5.00		5.00	
AUDITOR-CONTROLLER	ACCOUNTANT II	2.00		2.00		2.00	
AUDITOR-CONTROLLER	ACCOUNTANT III	2.00		2.00		2.00	
AUDITOR-CONTROLLER	SUPERVISING ACCOUNTANT	3.00		3.00		3.00	
AUDITOR-CONTROLLER	ACCOUNTANT-AUDITOR II	4.00		4.00		4.00	
AUDITOR-CONTROLLER	ACCOUNTING MANAGER AUDITOR CONTROLLER'S OFFICE	2.00		2.00		2.00	
AUDITOR-CONTROLLER	ASSISTANT AUDITOR-CONTROLLER	1.00		1.00		1.00	
AUDITOR-CONTROLLER	DEPARTMENT ANALYST	0.00		0.00		0.00	
AUDITOR-CONTROLLER	DEPT INFO SYSTEMS SPECIALIST I CONFIDENTIAL	1.00		1.00		1.00	
AUDITOR-CONTROLLER	SENIOR ACCOUNT CLERK	2.00		2.00		2.00	
AUDITOR-CONTROLLER	ACCOUNTING TECHNICIAN	1.00		1.00		1.00	
AUDITOR-CONTROLLER	ACCOUNTING ASSISTANT	2.00		2.00		2.00	
AUDITOR-CONTROLLER	ACCOUNTING ASSISTANT	2.00		2.00		2.00	
AUDITOR-CONTROLLER	ACCOUNTANT II	6.00	-1.00	5.00		5.00	
AUDITOR-CONTROLLER	SUPERVISING ACCOUNTANT	2.00		2.00		2.00	
AUDITOR-CONTROLLER	ACCOUNTANT-AUDITOR II	1.00		1.00		1.00	
AUDITOR-CONTROLLER	ACCOUNTING MANAGER AUDITOR CONTROLLER'S OFFICE	1.00		1.00		1.00	
ACTTC-TAX COLLECTOR	ACCOUNTING TECHNICIAN	1.00		1.00		1.00	
ACTTC-TAX COLLECTOR	ACCOUNTING ASSISTANT	1.00		1.00		1.00	
ACTTC-TAX COLLECTOR	ACCOUNTANT II	2.00		2.00		2.00	
ACTTC-TAX COLLECTOR	ACCOUNTANT-AUDITOR II	1.00		1.00		1.00	
ACTTC-TAX COLLECTOR	ACCOUNTING MANAGER AUDITOR CONTROLLER'S OFFICE	1.00		1.00		1.00	
AUDITOR-CONTROLLER	DEPARTMENT INFORMATION SYSTEMS COORDINATOR	1.00		1.00		1.00	
AUDITOR-CONTROLLER	SUPERVISING ACCOUNTANT	0.00		0.00		0.00	
AUDITOR-CONTROLLER	ACCOUNTANT-AUDITOR II	1.00		1.00		1.00	
AUDITOR-CONTROLLER	ACCOUNTING MANAGER AUDITOR CONTROLLER'S OFFICE	1.00		1.00		1.00	
AUDITOR-CONTROLLER	DEPT INFO SYSTEMS SPECIALIST II CONFIDENTIAL	2.00		2.00		2.00	
AUDITOR-CONTROLLER	AUDITORS PAYROLL TECHNICIAN CONFIDENTIAL	6.00		6.00		6.00	
AUDITOR-CONTROLLER	ACCOUNTANT II CONFIDENTIAL	0.00	1.00	1.00		1.00	
ACTTC-TREASURY	ACCOUNTING TECHNICIAN	1.00		1.00		1.00	
ACTTC-TREASURY	ACCOUNTANT-AUDITOR II	1.00		1.00		1.00	
ACTTC-TREASURY	TREASURY MANAGER	1.00		1.00		1.00	
ACTTC-TREASURY	ASSISTANT TREASURER-TAX COLLECTOR	0.00		0.00		0.00	
ACTTC-TREASURY	ASSISTANT AUDITOR-CONTROLLER	1.00		1.00		1.00	
ACTTC-TAX COLLECTOR	ACCOUNT CLERK II	3.00		3.00		3.00	
ACTTC-TAX COLLECTOR	SENIOR ACCOUNT CLERK	5.00		5.00		5.00	

Department Defined	Title	FY 17/18 Recomm Total	FY 17/18 Supp	17/18 Totals with Supp	FY 17/18 Hearing actions	Final Adopted FY 17/18	Notes
ACTTC-TAX COLLECTOR	ACCOUNTING TECHNICIAN	1.00		1.00		1.00	
ACTTC-TAX COLLECTOR	ACCOUNTING ASSISTANT	1.00		1.00		1.00	
ACTTC-TAX COLLECTOR	ACCOUNTANT-AUDITOR II	1.00		1.00		1.00	
ACTTC-TAX COLLECTOR	TAX COLLECTION MANAGER	1.00		1.00		1.00	
ACTTC-TREASURY	SENIOR ACCOUNT CLERK	2.00		2.00		2.00	
ACTTC-TREASURY	ACCOUNTING ASSISTANT	0.00		0.00		0.00	
ACTTC-TREASURY	ACCOUNTANT II	0.00	1.00	1.00		1.00	Resolution 17-0164
ACTTC-TREASURY	SUPERVISING ACCOUNTANT	0.00	1.00	1.00		1.00	Resolution 17-0164
ACTTC-TREASURY	ACCOUNTANT-AUDITOR II	1.00		1.00		1.00	
ACTTC-TREASURY	INVESTMENT AND DEBT OFFICER	1.00		1.00		1.00	
ACTTC-TREASURY	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
ACTTC-TREASURY	ADMINISTRATIVE AIDE CONFIDENTIAL	1.00		1.00		1.00	
ACTTC-TREASURY	DEPARTMENT ANALYST	1.00		1.00		1.00	
AUDITOR-CONTROLLER	SUPERVISING ACCOUNTANT	1.00		1.00		1.00	
AUDITOR-CONTROLLER	ACCOUNTANT-AUDITOR II	5.00		5.00		5.00	
AUDITOR-CONTROLLER	AUDIT MANAGER	1.00		1.00		1.00	
ACTTC-ADMINISTRATION	ADMINISTRATIVE AIDE CONFIDENTIAL	1.00		1.00		1.00	
ACTTC-ADMINISTRATION	DEPARTMENT ANALYST	2.00		2.00		2.00	
ACTTC-ADMINISTRATION	ADMINISTRATIVE SERVICES OFFICER I	0.00		0.00		0.00	
ACTTC-ADMINISTRATION	AUDITOR CONTROLLER-TREASURER-TAX COLLECTOR	1.00		1.00		1.00	
ACTTC-ADMINISTRATION	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00	
11-AUD Total		93.00	2.00	95.00		95.00	

DEPT CHILD SUPPORT SERVICES							
DCSS-CHILD SUPPORT	LEGAL SECRETARY II	1.00		1.00		1.00	
DCSS-CHILD SUPPORT	LEGAL PROCESSOR II	10.00		10.00		10.00	
DCSS-CHILD SUPPORT	SENIOR LEGAL PROCESSOR	10.00		10.00		10.00	
DCSS-CHILD SUPPORT	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	2.00		2.00		2.00	
DCSS-CHILD SUPPORT	PAYROLL CLERK	1.00		1.00		1.00	
DCSS-CHILD SUPPORT	ACCOUNT CLERK II	1.00		1.00		1.00	
DCSS-CHILD SUPPORT	CHILD SUPPORT FINANCIAL WORKER II	5.00		5.00		5.00	
DCSS-CHILD SUPPORT	SENIOR CHILD SUPPORT FINANCIAL WORKER	1.00		1.00		1.00	
DCSS-CHILD SUPPORT	CHILD SUPPORT OFFICER II	32.00		32.00		32.00	
DCSS-CHILD SUPPORT	CHILD SUPPORT OFFICER III	13.50		13.50		13.50	
DCSS-CHILD SUPPORT	CHILD SUPPORT SERVICES SUPERVISOR	9.00		9.00		9.00	
DCSS-CHILD SUPPORT	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00	
DCSS-CHILD SUPPORT	ASSISTANT DIRECTOR CHILD SUPPORT SERVICES	1.00		1.00		1.00	
DCSS-CHILD SUPPORT	DIRECTOR OF CHILD SUPPORT SERVICES	1.00		1.00		1.00	
DCSS-CHILD SUPPORT	PROGRAM PLANNING AND EVALUATION ANALYST	1.00		1.00		1.00	
DCSS-CHILD SUPPORT	HUMAN SERVICES SECTION MANAGER	2.00		2.00		2.00	
DCSS-CHILD SUPPORT	CHILD SUPPORT ATTORNEY IV	4.00		4.00		4.00	
DCSS-CHILD SUPPORT	EXECUTIVE LEGAL SECRETARY CONFIDENTIAL	1.00		1.00		1.00	
12-DCS Total		96.50		96.50		96.50	

CLERK RECORDER ASSESSOR							
RECORDER OPERATIONS FUND	RECEPTIONIST	1.00		1.00		1.00	
RECORDER OPERATIONS FUND	MICROGRAPHIC TECHNICIAN II	3.00		3.00		3.00	
RECORDER OPERATIONS FUND	SUPERVISING MICROGRAPHIC TECHNICIAN	1.00		1.00		1.00	
RECORDER OPERATIONS FUND	DOCUMENT RECORDER II	7.00	-1.00	6.00		6.00	1.00 Deleted 12+ vacant
RECORDER OPERATIONS FUND	DOCUMENT RECORDER III	1.00		1.00		1.00	
RECORDER OPERATIONS FUND	CHIEF DEPUTY COUNTY CLERK-RECORDER	1.00		1.00		1.00	
CRA-CLERK OP FND	LEGAL PROCESSOR II	3.00		3.00		3.00	
CRA-CLERK OP FND	SENIOR LEGAL PROCESSOR	1.00		1.00		1.00	
CRA-CLERK OP FND	LEGAL STAFF SUPERVISOR	1.00		1.00		1.00	
ASSESSOR	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	2.75		2.75		2.75	
ASSESSOR	ASSESSMENT CLERK	10.00		10.00		10.00	
ASSESSOR	ASSESSMENT PROCESS SPECIALIST	9.00		9.00		9.00	
ASSESSOR	ASSESSMENT PROCESS SUPERVISOR	2.00		2.00		2.00	
ASSESSOR	ASSESSORS CHANGE OF OWNERSHIP SUPERVISOR	1.00		1.00		1.00	
ASSESSOR	ASSESSMENT PROCESS MANAGER	1.00		1.00		1.00	
ASSESSOR	AUDITOR-APPRAISER II	6.00		6.00		6.00	
ASSESSOR	SUPERVISING AUDITOR-APPRAISER	1.00		1.00		1.00	
ASSESSOR	APPRAISER AIDE	4.00		4.00		4.00	
ASSESSOR	APPRAISER III	19.00		19.00		19.00	
ASSESSOR	APPRAISER IV	4.00		4.00		4.00	
ASSESSOR	CHIEF APPRAISER	1.00		1.00		1.00	
ASSESSOR	CHIEF OF ASSESSMENT STANDARDS	1.00		1.00		1.00	
ASSESSOR	CHIEF DEPUTY ASSESSOR	1.00		1.00		1.00	
ASSESSOR	CADASTRAL MAPPING TECHNICIAN II	3.00		3.00		3.00	
ASSESSOR	CADASTRAL MAPPING SUPERVISOR	1.00		1.00		1.00	
ADMINISTRATIVE SERVICES	DEPARTMENT INFORMATION SYSTEMS MANAGER	1.00		1.00		1.00	

Department Defined	Title	FY 17/18 Recomm Total	FY 17/18 Supp	17/18 Totals with Supp	FY 17/18 Hearing actions	Final Adopted FY 17/18	Notes
ADMINISTRATIVE SERVICES	ACCOUNT CLERK II	1.00		1.00		1.00	
ADMINISTRATIVE SERVICES	ACCOUNTANT II	1.00		1.00		1.00	
ADMINISTRATIVE SERVICES	DEPARTMENT ANALYST	0.00		0.00		0.00	
ADMINISTRATIVE SERVICES	ADMINISTRATIVE SERVICES OFFICER I	2.00		2.00		2.00	
ADMINISTRATIVE SERVICES	EXECUTIVE SECRETARY CONFIDENTIAL	1.00		1.00		1.00	
ADMINISTRATIVE SERVICES	ACCOUNTANT II CONFIDENTIAL	1.00		1.00		1.00	
ADMINISTRATIVE SERVICES	COUNTY CLERK-RECORDER-ASSESSOR	1.00		1.00		1.00	
REGISTRAR OF VOTERS-ELECTIONS	CHIEF DEPUTY REGISTRAR OF VOTERS	1.00		1.00		1.00	
REGISTRAR OF VOTERS-ELECTIONS	DEPARTMENT INFORMATION SYSTEMS TECHNICIAN II	1.00		1.00		1.00	
REGISTRAR OF VOTERS-ELECTIONS	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	0.00		0.00		0.00	
REGISTRAR OF VOTERS-ELECTIONS	DEPARTMENT INFORMATION SYSTEMS COORDINATOR	1.00		1.00		1.00	
REGISTRAR OF VOTERS-ELECTIONS	ELECTION SPECIALIST II	5.00		5.00		5.00	
REGISTRAR OF VOTERS-ELECTIONS	SENIOR ELECTION SPECIALIST	3.00		3.00		3.00	
REGISTRAR OF VOTERS-ELECTIONS	ELECTION SERVICES SUPERVISOR	0.00		0.00		0.00	
REGISTRAR OF VOTERS-ELECTIONS	STOREKEEPER	1.00		1.00		1.00	
REGISTRAR OF VOTERS-ELECTIONS	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
REGISTRAR OF VOTERS-ELECTIONS	PROGRAM DEVELOPMENT MANAGER	1.00		1.00		1.00	
13-CRA Total		107.75	-1.00	106.75		106.75	

COMMUNITY DEVELOPMENT COMMISSION							
COMMUNITY DEVELOPMENT	OFFICE ASSISTANT II	4.00		4.00		4.00	
COMMUNITY DEVELOPMENT	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00	
COMMUNITY DEVELOPMENT	SENIOR OFFICE SUPPORT SUPERVISOR	1.00		1.00		1.00	
COMMUNITY DEVELOPMENT	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	0.00	1.00	1.00		1.00	
COMMUNITY DEVELOPMENT	ACCOUNT CLERK II	1.00		1.00		1.00	
COMMUNITY DEVELOPMENT	ACCOUNTING TECHNICIAN	2.00		2.00		2.00	
COMMUNITY DEVELOPMENT	ACCOUNTANT II	1.00		1.00		1.00	
COMMUNITY DEVELOPMENT	SUPERVISING ACCOUNTANT	1.00		1.00		1.00	
COMMUNITY DEVELOPMENT	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00	
COMMUNITY DEVELOPMENT	SPECIAL PROJECTS DIRECTOR PROJECT	1.00		1.00		1.00	
COMMUNITY DEVELOPMENT	EXECUTIVE SECRETARY CONFIDENTIAL	1.00		1.00		1.00	
COMMUNITY DEVELOPMENT	EXECUTIVE DIRECTOR SONOMA COUNTY CDC	1.00		1.00		1.00	
COMMUNITY DEVELOPMENT	COMMUNITY DEVELOPMENT MANAGER	1.00		1.00		1.00	
COMMUNITY DEVELOPMENT	CONTROLLER-CDC	1.00		1.00		1.00	
COMMUNITY DEVELOPMENT	HOUSING REHABILITATION SPECIAL	3.00		3.00		3.00	
COMMUNITY DEVELOPMENT	AFFORDABLE HOUSING ASSISTANT MANAGER	1.00		1.00		1.00	
COMMUNITY DEVELOPMENT	COMMUNITY DEVELOPMENT ASSISTANT MANAGER	1.00		1.00		1.00	
COMMUNITY DEVELOPMENT	ASSISTANT EXECUTIVE DIRECTOR CDC	1.00		1.00		1.00	
COMMUNITY DEVELOPMENT	EMPLOYMENT HOUSING COUNSELOR	1.00		1.00		1.00	
COMMUNITY DEVELOPMENT	COMMUNITY DEVELOPMENT ASSOCIATE	6.00		6.00		6.00	
COMMUNITY DEVELOPMENT	SUPERVISING COMMUNITY DEVELOPMENT SPECIALIST	1.00		1.00		1.00	
COMMUNITY DEVELOPMENT	SENIOR COMMUNITY DEVELOPMENT SPECIALIST	4.00		4.00		4.00	
COMMUNITY DEVELOPMENT	COMMUNITY DEVELOPMENT SPEC II	7.00		7.00		7.00	
14-CDC Total		42.00	1.00	43.00		43.00	

BOARD OF SUPERVISORS							
BOARD OF SUPERVISORS DISTRICT ONE	BOARD OF SUPERVISORS AIDE	1.00		1.00		1.00	
BOARD OF SUPERVISORS DISTRICT ONE	BOARD OF SUPERVISORS STAFF ASSISTANT	1.00		1.00		1.00	
BOARD OF SUPERVISORS DISTRICT ONE	SUPERVISOR	1.00		1.00		1.00	
BOARD OF SUPERVISORS DISTRICT TWO	BOARD OF SUPERVISORS AIDE	1.00		1.00		1.00	
BOARD OF SUPERVISORS DISTRICT TWO	BOARD OF SUPERVISORS STAFF ASSISTANT	1.00		1.00		1.00	
BOARD OF SUPERVISORS DISTRICT TWO	SUPERVISOR	1.00		1.00		1.00	
BOARD OF SUPERVISORS DISTRICT THREE	BOARD OF SUPERVISORS AIDE	1.00		1.00		1.00	
BOARD OF SUPERVISORS DISTRICT THREE	BOARD OF SUPERVISORS STAFF ASSISTANT	1.00		1.00		1.00	
BOARD OF SUPERVISORS DISTRICT THREE	SUPERVISOR	1.00		1.00		1.00	
BOARD OF SUPERVISORS DISTRICT FOUR	BOARD OF SUPERVISORS AIDE	1.00		1.00		1.00	
BOARD OF SUPERVISORS DISTRICT FOUR	BOARD OF SUPERVISORS STAFF ASSISTANT	1.00		1.00		1.00	
BOARD OF SUPERVISORS DISTRICT FOUR	SUPERVISOR	1.00		1.00		1.00	
BOARD OF SUPERVISORS DISTRICT FIVE	BOARD OF SUPERVISORS AIDE	1.00		1.00		1.00	
BOARD OF SUPERVISORS DISTRICT FIVE	BOARD OF SUPERVISORS STAFF ASSISTANT	1.00		1.00		1.00	
BOARD OF SUPERVISORS DISTRICT FIVE	SUPERVISOR	1.00		1.00		1.00	
BOARD OF SUPERVISORS	CHIEF DEPUTY CLERK OF THE BOARD	1.00		1.00		1.00	
BOARD OF SUPERVISORS	ADMINISTRATIVE AIDE	2.00		2.00		2.00	
BOARD OF SUPERVISORS	SENIOR OFFICE ASSISTANT CONFIDENTIAL	0.00		0.00		0.00	
BOARD OF SUPERVISORS	SECRETARY CONFIDENTIAL	3.00		3.00		3.00	
15-BOS Total		21.00	0.00	21.00		21.00	

COUNTY ADMINISTRATOR							
COUNTY ADMINISTRATOR	ASSISTANT TO THE COUNTY ADMINISTRATOR	1.00		1.00		1.00	
COUNTY ADMINISTRATOR	ADMINISTRATIVE AIDE CONFIDENTIAL	3.00		3.00		3.00	
COUNTY ADMINISTRATOR	DEPUTY COUNTY ADMINISTRATOR	3.00		3.00		3.00	

Department Defined	Title	FY 17/18 Recomm Total	FY 17/18 Supp	17/18 Totals with Supp	FY 17/18 Hearing actions	Final Adopted FY 17/18	Notes
COUNTY ADMINISTRATOR	ADMINISTRATIVE ANALYST III	7.00		7.00		7.00	
COUNTY ADMINISTRATOR	PRINCIPAL ADMINISTRATIVE ANALYST	3.00		3.00		3.00	
COUNTY ADMINISTRATOR	ASSISTANT COUNTY ADMINISTRATOR	1.00		1.00		1.00	
COUNTY ADMINISTRATOR	COUNTY ADMINISTRATOR	1.00		1.00		1.00	
LAFCO	ADMINISTRATIVE AIDE	0.75		0.75		0.75	
LAFCO	ADMINISTRATIVE ANALYST III	0.80		0.80		0.80	
LAFCO	LAFCO EXECUTIVE OFFICER	1.00		1.00		1.00	
15-CAO Total		21.55	0.00	21.55		21.55	

COUNTY COUNSEL							
COUNTY COUNSEL	ADMINISTRATIVE AIDE CONFIDENTIAL	1.00		1.00		1.00	
COUNTY COUNSEL	DEPARTMENT ANALYST	1.00		1.00		1.00	
COUNTY COUNSEL	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00	
COUNTY COUNSEL	CHIEF DEPUTY COUNTY COUNSEL	4.00		4.00		4.00	
COUNTY COUNSEL	ASSISTANT COUNTY COUNSEL	1.00		1.00		1.00	
COUNTY COUNSEL	DEPUTY COUNTY COUNSEL IV	23.25	1.00	24.25		24.25	Resolution 17-0164
COUNTY COUNSEL	COUNTY COUNSEL	1.00		1.00		1.00	
COUNTY COUNSEL	LEGAL ASSISTANT CONFIDENTIAL	7.00		7.00		7.00	
COUNTY COUNSEL	LEGAL SECRETARY II CONFIDENTIAL	2.00		2.00		2.00	
COUNTY COUNSEL	RECEPTIONIST CONFIDENTIAL	1.00		1.00		1.00	
COUNTY COUNSEL	ACCOUNTING TECHNICIAN CONFIDENTIAL	0.00		0.00		0.00	
17-CNS Total		42.25	1.00	43.25		43.25	

DISTRICT ATTORNEY							
DISTRICT ATTORNEY	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	1.00		1.00		1.00	
DISTRICT ATTORNEY	DEPARTMENT ANALYST	1.00		1.00		1.00	
DISTRICT ATTORNEY	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00	
DISTRICT ATTORNEY	CHIEF DEPUTY DISTRICT ATTORNEY	5.00		5.00		5.00	
DISTRICT ATTORNEY	ASSISTANT DISTRICT ATTORNEY LIMITED TERM	1.00		1.00		1.00	
DISTRICT ATTORNEY	EXECUTIVE LEGAL SECRETARY CONFIDENTIAL	1.00		1.00		1.00	
DISTRICT ATTORNEY	SENIOR ACCOUNT CLERK CONFIDENTIAL	1.00		1.00		1.00	
DISTRICT ATTORNEY	ACCOUNTING TECHNICIAN CONFIDENTIAL	1.00		1.00		1.00	
DISTRICT ATTORNEY	DISTRICT ATTORNEY	1.00		1.00		1.00	
DISTRICT ATTORNEY	DEPUTY DISTRICT ATTORNEY IV	41.00		41.00		41.00	
DISTRICT ATTORNEY	DEPUTY DISTRICT ATTORNEY IV	4.00		4.00		4.00	
DISTRICT ATTORNEY	LEGAL ASSISTANT	1.00		1.00		1.00	
DISTRICT ATTORNEY	LEGAL SECRETARY II	1.00		1.00		1.00	
DISTRICT ATTORNEY	LEGAL ASSISTANT	2.00		2.00		2.00	
DISTRICT ATTORNEY	SECRETARY	0.75		0.75		0.75	
DISTRICT ATTORNEY	DISTRICT ATTORNEY INVESTIGATOR II	12.00		12.00		12.00	
DISTRICT ATTORNEY	SENIOR DISTRICT ATTORNEY INVESTIGATOR	1.00		1.00		1.00	
DISTRICT ATTORNEY	CHIEF CRIMINAL INVESTIGATOR	1.00		1.00		1.00	
DISTRICT ATTORNEY	LEGAL SECRETARY II	1.00		1.00		1.00	
DISTRICT ATTORNEY	LEGAL ASSISTANT	1.00		1.00		1.00	
DISTRICT ATTORNEY	LEGAL SECRETARY II	5.00		5.00		5.00	
DISTRICT ATTORNEY	SECRETARY	1.00		1.00		1.00	
DISTRICT ATTORNEY	LEGAL PROCESSOR II	17.00		17.00		17.00	
DISTRICT ATTORNEY	SENIOR LEGAL PROCESSOR	2.00		2.00		2.00	
DISTRICT ATTORNEY	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
DISTRICT ATTORNEY	LEGAL STAFF SUPERVISOR	2.00		2.00		2.00	
DISTRICT ATTORNEY	DEPARTMENT ANALYST	2.00		2.00		2.00	
DA-VICTIM WITNESS	LEGAL ASSISTANT	1.00		1.00		1.00	
DA-VICTIM WITNESS	LEGAL PROCESSOR II	2.00		2.00		2.00	
DA-VICTIM WITNESS	VICTIM CLAIMS SPECIALIST II	2.00		2.00		2.00	
DA-VICTIM WITNESS	VICTIM CLAIMS SUPERVISOR	1.00		1.00		1.00	
DA-VICTIM WITNESS	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
DA-VICTIM WITNESS	DEPARTMENT PROGRAM MANAGER	1.00		1.00		1.00	
DA-VICTIM WITNESS	SENIOR VICTIM WITNESS ADVOCATE	1.00		1.00		1.00	
DA-VICTIM WITNESS	VICTIM WITNESS ADVOCATE II	8.00		8.00		8.00	
DISTRICT ATTORNEY	ADMINISTRATIVE AIDE	1.50		1.50		1.50	
DISTRICT ATTORNEY	BUSINESS DEVELOPMENT MANAGER	1.00		1.00		1.00	
18-DAO Total		128.25	0.00	128.25		128.25	

ECONOMIC DEVELOPMENT BOARD							
ECONOMIC DEVELOPMENT BOARD	EXECUTIVE DIRECTOR ECONOMIC DEVELOPMENT BOARD	1.00		1.00		1.00	
ECONOMIC DEVELOPMENT BOARD	ADMINISTRATIVE AIDE	3.75		3.75		3.75	
ECONOMIC DEVELOPMENT BOARD	BUSINESS DEVELOPMENT MANAGER	2.00	1.00	3.00		3.00	Resolution 17-0164
ECONOMIC DEVELOPMENT BOARD	DEPARTMENT PROGRAM MANAGER	4.75		4.75		4.75	
19-EDB Total		11.50	1.00	12.50		12.50	

FIRE & EMERGENCY SERVICES							
EMERGENCY PLANNING	DEPUTY EMERGENCY SERVICES COORDINATOR	2.00		2.00		2.00	
EMERGENCY PLANNING	EMERGENCY SERVICES COORDINATOR	1.00		1.00		1.00	
EMERGENCY PLANNING	SPECIAL PROJECTS DIRECTOR PROJECT	0.00		0.00		0.00	

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EMERGENCY PLANNING	DEPARTMENT PROGRAM MANAGER	1.00		1.00		1.00	
EMERGENCY PLANNING	MAINTENANCE WORKER II	1.50		1.50		1.50	
F S HAZARDOUS MATERIALS	SENIOR OFFICE ASSISTANT	0.50	0.50	1.00		1.00	
F S HAZARDOUS MATERIALS	FIRE SERVICES OFFICER	1.00		1.00		1.00	
F S HAZARDOUS MATERIALS	FIRE INSPECTOR II	4.00		4.00		4.00	
FIRE ADMINISTRATION	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00	
FIRE ADMINISTRATION	SENIOR ACCOUNT CLERK	1.00		1.00		1.00	
FIRE ADMINISTRATION	ADMINISTRATIVE AIDE	1.75		1.75		1.75	
FIRE ADMINISTRATION	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00	
FIRE OPERATIONS	MATERIALS HANDLER	1.00		1.00		1.00	
FIRE OPERATIONS	SENIOR STOREKEEPER	0.00	1.00	1.00		1.00	
FIRE OPERATIONS	SENIOR FIRE INSPECTOR	1.00		1.00		1.00	
FIRE OPERATIONS	ASSISTANT FIRE CHIEF	1.00		1.00		1.00	
FIRE MANAGEMENT	DIRECTOR OF FIRE AND EMERGENCY SERVICES	1.00		1.00		1.00	
FIRE PREVENTION DIVISION	SENIOR FIRE INSPECTOR	1.00		1.00		1.00	
FIRE PREVENTION DIVISION	ASSISTANT FIRE CHIEF	1.00		1.00		1.00	
FIRE PREVENTION DIVISION	FIRE INSPECTOR II	2.00		2.00		2.00	
20-ESO Total		23.75	1.50	25.25		25.25	

GENERAL SERVICES							
GENERAL SERVICES-ADMINISTRATIO	SENIOR OFFICE ASSISTANT	0.50		0.50		0.50	
GENERAL SERVICES-ADMINISTRATIO	SECRETARY	0.00		0.00		0.00	
GENERAL SERVICES-ADMINISTRATIO	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00	
GENERAL SERVICES-ADMINISTRATIO	GENERAL SERVICES DEPUTY DIRECTOR	1.00		1.00		1.00	
GENERAL SERVICES-ADMINISTRATIO	GENERAL SERVICES DIRECTOR	1.00		1.00		1.00	
GENERAL SERVICES-ADMINISTRATIO	EXECUTIVE SECRETARY CONFIDENTIAL	1.00		1.00		1.00	
GENERAL SERVICES-ACCOUNTING	ACCOUNT CLERK II	2.00		2.00		2.00	
GENERAL SERVICES-ACCOUNTING	SENIOR ACCOUNT CLERK	1.00		1.00		1.00	
GENERAL SERVICES-ACCOUNTING	ACCOUNTING TECHNICIAN	1.00		1.00		1.00	
GENERAL SERVICES-ACCOUNTING	SUPERVISING ACCOUNTANT	1.00		1.00		1.00	
GENERAL SERVICES-ACCOUNTING	PAYROLL CLERK CONFIDENTIAL	1.00		1.00		1.00	
ARCHITECT	SENIOR OFFICE ASSISTANT	3.00		3.00		3.00	
ARCHITECT	BUSINESS SYSTEMS ANALYST	1.00		1.00		1.00	
ARCHITECT	ADMINISTRATIVE AIDE	2.00		2.00		2.00	
ARCHITECT	GENERAL SERVICES DEPUTY DIRECTOR	1.00		1.00		1.00	
ARCHITECT	ASSISTANT PROJECT SPECIALIST	1.00		1.00		1.00	
ARCHITECT	PROJECT SPECIALIST	4.00		4.00		4.00	
ARCHITECT	SENIOR PROJECT SPECIALIST	3.00		3.00		3.00	
ARCHITECT	CAPITAL PROJECT MANAGER	2.00	1.00	3.00		3.00	Time Limited Ends 06/30/2019
ARCHITECT	SENIOR CAPITAL PROJECT MANAGER	2.00		2.00		2.00	
REAL PROPERTY MANAGEMENT	SENIOR OFFICE ASSISTANT	0.50		0.50		0.50	
REAL PROPERTY MANAGEMENT	SECRETARY	0.00		0.00		0.00	
REAL PROPERTY MANAGEMENT	REAL ESTATE MANAGER	1.00		1.00		1.00	
REAL PROPERTY MANAGEMENT	DEPARTMENT ANALYST	3.00		3.00		3.00	
FACILITIES OPERATIONS	OFFICE ASSISTANT II	1.00		1.00		1.00	
FACILITIES OPERATIONS	ADMINISTRATIVE AIDE	2.00		2.00		2.00	
FACILITIES OPERATIONS	DEPARTMENT ANALYST	1.00		1.00		1.00	
FACILITIES OPERATIONS	PROJECT SPECIALIST	2.00		2.00		2.00	
FACILITIES OPERATIONS	COMMUNITY SERVICES OFFICER II	1.00		1.00		1.00	
FACILITIES OPERATIONS	JANITORIAL SERVICES SUPERVISOR	1.00		1.00		1.00	
FACILITIES OPERATIONS	BUILDING MECHANIC II	28.00		28.00		28.00	
FACILITIES OPERATIONS	ASSISTANT BUILDING SUPERINTENDENT	3.00		3.00		3.00	
FACILITIES OPERATIONS	ASSISTANT FACILITY MANAGER	1.00		1.00		1.00	
PURCHASING AGENT	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00	
PURCHASING AGENT	BUYER	4.00		4.00		4.00	
PURCHASING AGENT	ASSISTANT PURCHASING AGENT	1.00		1.00		1.00	
PURCHASING AGENT	PURCHASING AGENT	1.00		1.00		1.00	
PURCHASING AGENT	DEPARTMENT ANALYST	1.00		1.00		1.00	
VETERANS/COMMUNITY BUILDINGS	EVENT SERVICES WORKER	0.50		0.50		0.50	
VETERANS/COMMUNITY BUILDINGS	EVENTS SERVICES SUPERVISOR	1.00		1.00		1.00	
GENERAL SERVICE ENERGY DIV	SENIOR OFFICE ASSISTANT	3.00		3.00		3.00	
GENERAL SERVICE ENERGY DIV	ADMINISTRATIVE AIDE	4.00		4.00		4.00	
GENERAL SERVICE ENERGY DIV	DEPARTMENT ANALYST	4.00		4.00		4.00	
GENERAL SERVICE ENERGY DIV	DEPARTMENT PROGRAM MANAGER	2.00		2.00		2.00	
GENERAL SERVICE ENERGY DIV	ENERGY & SUSTAINABILITY PROGRAM MANAGER	1.00		1.00		1.00	
FLEET OPERATIONS	SENIOR OFFICE ASSISTANT	3.00		3.00		3.00	
FLEET OPERATIONS	DEPARTMENT ANALYST	1.00		1.00		1.00	
FLEET OPERATIONS	ASSISTANT FLEET MANAGER	1.00		1.00		1.00	
FLEET OPERATIONS	FLEET MANAGER	1.00		1.00		1.00	
FLEET OPERATIONS	MOTOR POOL ATTENDANT	1.00		1.00		1.00	
FLEET OPERATIONS	AUTOMOTIVE TECHNICIAN	5.00		5.00		5.00	
FLEET OPERATIONS	LEAD AUTOMOTIVE TECHNICIAN	1.00		1.00		1.00	
FLEET OPERATIONS	AUTO FLEET MAINTENANCE SUPERVISOR	1.00		1.00		1.00	
FLEET OPERATIONS	WELDER	1.00		1.00		1.00	
FLEET OPERATIONS	HEAVY EQUIPMENT MECHANIC II	6.00		6.00		6.00	

Department Defined	Title	FY 17/18 Recomm Total	FY 17/18 Supp	17/18 Totals with Supp	FY 17/18 Hearing actions	Final Adopted FY 17/18	Notes
FLEET OPERATIONS	SENIOR HEAVY EQUIPMENT MECHANIC	1.00		1.00		1.00	
FLEET OPERATIONS	HEAVY EQUIPMENT FLEET MAINTENANCE SUPERVISOR	1.00		1.00		1.00	
21-GSO Total		120.50	1.00	121.50		121.50	
DEPT OF HEALTH SERVICES							
HEALTH SVCS ADMINISTRATION	SENIOR OFFICE ASSISTANT	3.00		3.00		3.00	
HEALTH SVCS ADMINISTRATION	SECRETARY	1.00		1.00		1.00	
HEALTH SVCS ADMINISTRATION	RECEPTIONIST	1.00		1.00		1.00	
HEALTH SVCS ADMINISTRATION	SYSTEMS SOFTWARE ANALYST	1.00		1.00		1.00	
HEALTH SVCS ADMINISTRATION	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	8.00		8.00		8.00	
HEALTH SVCS ADMINISTRATION	DEPARTMENT INFORMATION SYSTEMS MANAGER	1.00		1.00		1.00	
HEALTH SVCS ADMINISTRATION	STOREKEEPER	2.00		2.00		2.00	
HEALTH SVCS ADMINISTRATION	PAYROLL CLERK	3.00		3.00		3.00	
HEALTH SVCS ADMINISTRATION	ACCOUNT CLERK II	3.00		3.00		3.00	
HEALTH SVCS ADMINISTRATION	SENIOR ACCOUNT CLERK	4.50		4.50		4.50	
HEALTH SVCS ADMINISTRATION	ACCOUNTING TECHNICIAN	4.00		4.00		4.00	
HEALTH SVCS ADMINISTRATION	ACCOUNTANT II	10.00		10.00		10.00	
HEALTH SVCS ADMINISTRATION	ACCOUNTANT III	1.00		1.00		1.00	
HEALTH SVCS ADMINISTRATION	SUPERVISING ACCOUNTANT	2.00		2.00		2.00	
HEALTH SVCS ADMINISTRATION	DEPARTMENT ACCOUNTING MANAGER	1.00		1.00		1.00	
HEALTH SVCS ADMINISTRATION	ADMINISTRATIVE AIDE	5.00		5.00		5.00	
HEALTH SVCS ADMINISTRATION	DEPARTMENT ANALYST	9.00		9.00		9.00	
HEALTH SVCS ADMINISTRATION	ADMINISTRATIVE SERVICES OFFICER I	2.00		2.00		2.00	
HEALTH SVCS ADMINISTRATION	ADMINISTRATIVE SERVICES OFFICER II	2.00		2.00		2.00	
HEALTH SVCS ADMINISTRATION	DEPARTMENT ADMINISTRATIVE SERVICES DIRECTOR	1.00		1.00		1.00	
HEALTH SVCS ADMINISTRATION	COMPLIANCE AND DEPARTMENT RISK MANAGER	1.00		1.00		1.00	
HEALTH SVCS ADMINISTRATION	SPECIAL PROJECTS DIRECTOR PROJECT	1.00		1.00		1.00	
HEALTH SVCS ADMINISTRATION	BUSINESS DEVELOPMENT MANAGER	1.00		1.00		1.00	
HEALTH SVCS ADMINISTRATION	PROGRAM PLANNING AND EVALUATION ANALYST	1.00		1.00		1.00	
HEALTH SVCS ADMINISTRATION	PATIENT CARE ANALYST	1.00		1.00		1.00	
HEALTH SVCS ADMINISTRATION	HEALTH OFFICER	1.00		1.00		1.00	
HEALTH SVCS ADMINISTRATION	ASSISTANT DIRECTOR OF HEALTH SERVICES	1.00		1.00		1.00	
HEALTH SVCS ADMINISTRATION	DIRECTOR OF HEALTH SERVICES	1.00		1.00		1.00	
HEALTH SVCS ADMINISTRATION	SECRETARY CONFIDENTIAL	1.00		1.00		1.00	
HEALTH SVCS ADMINISTRATION	EXECUTIVE SECRETARY CONFIDENTIAL	1.00		1.00		1.00	
PH PROGRAM SUPPORT	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00	
PH PROGRAM SUPPORT	VITAL STATISTICS TECHNICIAN	3.00		3.00		3.00	
PH PROGRAM SUPPORT	ADMINISTRATIVE AIDE	0.00		0.00		0.00	
PH PROGRAM SUPPORT	DEPARTMENT ANALYST	1.00	-0.20	0.80		0.80	.20 Deleted 12+ vacant
PH PROGRAM SUPPORT	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00	
PH PROGRAM SUPPORT	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00	
PH PROGRAM SUPPORT	PROGRAM PLANNING AND EVALUATION ANALYST	1.00		1.00		1.00	
PH PROGRAM SUPPORT	HEALTH SERVICES DIVISION DIRECTOR	1.00		1.00		1.00	
PH PROGRAM SUPPORT	HEALTH PROGRAM MANAGER	0.20		0.20		0.20	
PH ENVIRONMENTAL HEALTH	OFFICE ASSISTANT II	1.00		1.00		1.00	
PH ENVIRONMENTAL HEALTH	SENIOR OFFICE ASSISTANT	2.00		2.00		2.00	
PH ENVIRONMENTAL HEALTH	SECRETARY	0.00		0.00		0.00	
PH ENVIRONMENTAL HEALTH	ACCOUNT CLERK II	0.50		0.50		0.50	
PH ENVIRONMENTAL HEALTH	SENIOR ACCOUNT CLERK	1.00		1.00		1.00	
PH ENVIRONMENTAL HEALTH	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
PH ENVIRONMENTAL HEALTH	PROGRAM PLANNING AND EVALUATION ANALYST	0.00	1.00	1.00		1.00	Resolution 17-0164
PH ENVIRONMENTAL HEALTH	ENVIRONMENTAL HEALTH TECHNICIAN	0.00		0.00		0.00	
PH ENVIRONMENTAL HEALTH	ENVIRONMENTAL HEALTH SPECIALIST II	1.72		1.72		1.72	
PH ENVIRONMENTAL HEALTH	SENIOR ENVIRONMENTAL HEALTH SPECIALIST	1.26	1.00	2.26		2.26	Resolution 17-0164
PH ENVIRONMENTAL HEALTH	SUPERVISING ENVIRONMENTAL HEALTH SPECIALIST	0.69		0.69		0.69	
PH ENVIRONMENTAL HEALTH	ENVIRONMENTAL HEALTH PROGRAM MANAGER	1.00		1.00		1.00	
PH ENVIRONMENTAL HEALTH	ENVIRONMENTAL HEALTH AND SAFETY SECTION MANAGER	1.00		1.00		1.00	
PH MCH	SENIOR OFFICE ASSISTANT	3.00		3.00		3.00	
PH MCH	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
PH MCH	PROGRAM PLANNING AND EVALUATION ANALYST	2.00		2.00		2.00	
PH MCH	PUBLIC HEALTH NURSE II	16.35	-0.80	15.55		15.55	.80 Deleted 12+ vacant
PH MCH	SENIOR PUBLIC HEALTH NURSE	2.00		2.00		2.00	
PH MCH	SUPERVISING PUBLIC HEALTH NURSE	4.00		4.00		4.00	
PH MCH	FAMILY HEALTH SECTION MANAGER	0.90		0.90		0.90	
PH MCH	HEALTH INFORMATION SPECIALIST II	1.00		1.00		1.00	
PH MCH	HEALTH PROGRAM MANAGER	2.00		2.00		2.00	

Department Defined	Title	FY 17/18 Recomm Total	FY 17/18 Supp	17/18 Totals with Supp	FY 17/18 Hearing actions	Final Adopted FY 17/18	Notes
PH MCH	SOCIAL SERVICE WORKER III	5.00		5.00		5.00	
PH MCH	SOCIAL SERVICE SUPERVISOR I	1.00		1.00		1.00	
PH MCH	PUBLIC HEALTH ASSISTANT	1.80		1.80		1.80	
PH WIC	SENIOR OFFICE ASSISTANT	1.00	-0.10	0.90		0.90	.10 Deleted 12+ vacant
PH WIC	NUTRITIONIST	3.50		3.50		3.50	
PH WIC	SUPERVISING NUTRITIONIST	1.00		1.00		1.00	
PH WIC	FAMILY HEALTH SECTION MANAGER	0.10		0.10		0.10	
PH WIC	SENIOR LACTATION CONSULTANT	0.90		0.90		0.90	
PH WIC	HEALTH PROGRAM MANAGER	1.00		1.00		1.00	
PH WIC	PUBLIC HEALTH AIDE II	5.60	-0.05	5.55		5.55	.05 Deleted 12+ vacant
PH WIC	PUBLIC HEALTH ASSISTANT	4.00		4.00		4.00	
PH-CHILDRENS MEDICAL SVC	OFFICE ASSISTANT II	0.00		0.00		0.00	
PH-CHILDRENS MEDICAL SVC	SENIOR OFFICE ASSISTANT	5.80		5.80		5.80	
PH-CHILDRENS MEDICAL SVC	SECRETARY	2.00		2.00		2.00	
PH-CHILDRENS MEDICAL SVC	ACCOUNT CLERK II	1.00		1.00		1.00	
PH-CHILDRENS MEDICAL SVC	SENIOR ACCOUNT CLERK	1.50		1.50		1.50	
PH-CHILDRENS MEDICAL SVC	MEDICAL SECRETARY	0.75		0.75		0.75	
PH-CHILDRENS MEDICAL SVC	MEDICAL RECORD CLERK III	1.00		1.00		1.00	
PH-CHILDRENS MEDICAL SVC	OCCUP THERAPIST II CHILD THERAPY PROGRAM	5.00		5.00		5.00	
PH-CHILDRENS MEDICAL SVC	PHYS THERAPIST II CHILD THERAPY PROGRAM	5.35		5.35		5.35	
PH-CHILDRENS MEDICAL SVC	SUPERVISING PEDIATRIC THERAPIST	2.00		2.00		2.00	
PH-CHILDRENS MEDICAL SVC	CHIEF THERAPIST CHILDREN'S THERAPY PROGRAM	0.00		0.00		0.00	
PH-CHILDRENS MEDICAL SVC	MEDICAL THERAPY PROGRAM MANAGER	1.00		1.00		1.00	
PH-CHILDRENS MEDICAL SVC	PUBLIC HEALTH PHYSICIAN	0.70		0.70		0.70	
PH-CHILDRENS MEDICAL SVC	PUBLIC HEALTH NURSE II	11.75		11.75		11.75	
PH-CHILDRENS MEDICAL SVC	SENIOR PUBLIC HEALTH NURSE	9.00		9.00		9.00	
PH-CHILDRENS MEDICAL SVC	SUPERVISING PUBLIC HEALTH NURSE	5.00		5.00		5.00	
PH-CHILDRENS MEDICAL SVC	HEALTH PROGRAM MANAGER	1.00		1.00		1.00	
PH-CHILDRENS MEDICAL SVC	HEALTH SERVICES SECTION MANAGER	1.00		1.00		1.00	
PH-CHILDRENS MEDICAL SVC	SOCIAL SERVICE WORKER II	2.00		2.00		2.00	
PH-CHILDRENS MEDICAL SVC	SOCIAL SERVICE WORKER IV	1.00		1.00		1.00	
PH-CHILDRENS MEDICAL SVC	SOCIAL SERVICE SUPERVISOR I	1.00		1.00		1.00	
PH-CHILDRENS MEDICAL SVC	PUBLIC HEALTH AIDE II	1.50		1.50		1.50	
PH-CHILDRENS MEDICAL SVC	PUBLIC HEALTH ASSISTANT	3.00		3.00		3.00	
ANIMAL CARE & CONTROL	ACCOUNT CLERK II	4.50		4.50		4.50	
ANIMAL CARE & CONTROL	ADMINISTRATIVE AIDE	2.00		2.00		2.00	
ANIMAL CARE & CONTROL	PROGRAM PLANNING AND EVALUATION ANALYST	1.00		1.00		1.00	
ANIMAL CARE & CONTROL	HEALTH PROGRAM MANAGER	1.00		1.00		1.00	
ANIMAL CARE & CONTROL	ANIMAL CONTROL OFFICER II	13.00	-1.00	12.00		12.00	1.00 Deleted 12+ vacant
ANIMAL CARE & CONTROL	ANIMAL HEALTH TECHNICIAN	5.50		5.50		5.50	
ANIMAL CARE & CONTROL	ANIMAL CARE ASSISTANT	6.00		6.00		6.00	
ANIMAL CARE & CONTROL	SUPERVISING ANIMAL CONTROL OFFICER	3.00	-1.00	2.00		2.00	1.00 Deleted 12+ vacant
ANIMAL CARE & CONTROL	LEAD ANIMAL CARE ASSISTANT	1.00	-1.00	0.00		0.00	1.00 Deleted 12+ vacant
ANIMAL CARE & CONTROL	ANIMAL CARE AND CONTROL DIRECTOR	1.00		1.00		1.00	
PH DISEASE CONTROL & SURV	SENIOR OFFICE ASSISTANT	0.87		0.87		0.87	
PH DISEASE CONTROL & SURV	ADMINISTRATIVE AIDE	1.25		1.25		1.25	
PH DISEASE CONTROL & SURV	PROGRAM PLANNING AND EVALUATION ANALYST	0.00		0.00		0.00	
PH DISEASE CONTROL & SURV	PUBLIC HEALTH NURSE II	4.90		4.90		4.90	
PH DISEASE CONTROL & SURV	SENIOR PUBLIC HEALTH NURSE	1.00		1.00		1.00	
PH DISEASE CONTROL & SURV	SUPERVISING PUBLIC HEALTH NURSE	1.00		1.00		1.00	
PH DISEASE CONTROL & SURV	PUBLIC HEALTH INVESTIGATOR	1.00		1.00		1.00	
PH DISEASE CONTROL & SURV	HEALTH PROGRAM MANAGER	0.80		0.80		0.80	
PH DISEASE CONTROL & SURV	DEPUTY PUBLIC HEALTH OFFICER	1.00		1.00		1.00	
PH SPECIAL CLINICAL SERVICES	CLINIC CLERK	1.00		1.00		1.00	
PH SPECIAL CLINICAL SERVICES	NURSE PRACTITIONER-PHYSICIAN'S ASSISTANT	1.25		1.25		1.25	
PH SPECIAL CLINICAL SERVICES	STAFF NURSE II	4.20		4.20		4.20	
PH SPECIAL CLINICAL SERVICES	BEHAVIORAL HEALTH CLINICIAN	2.75		2.75		2.75	
PH SPECIAL CLINICAL SERVICES	FORENSIC PSYCHIATRIST	0.50		0.50		0.50	
PH SPECIAL CLINICAL SERVICES	HEALTH PROGRAM MANAGER	1.00		1.00		1.00	
PH EMS	ADMINISTRATIVE AIDE	0.75		0.75		0.75	
PH EMS	EMERGENCY MEDICAL SERVICES COORDINATOR	3.00		3.00		3.00	
PH EMS	ADVANCED LIFE SUPPORT COORDINATOR	1.00		1.00		1.00	
PH EMS	REGIONAL EMERGENCY MEDICAL SERVICES MANAGER	1.00		1.00		1.00	
PH CLINICAL LAB	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00	
PH CLINICAL LAB	PUBLIC HEALTH LABORATORY TECHNICIAN II	3.00		3.00		3.00	
PH CLINICAL LAB	PUBLIC HEALTH MICROBIOLOGIST II	2.50		2.50		2.50	
PH CLINICAL LAB	PUBLIC HEALTH LABORATORY DIRECTOR	1.00		1.00		1.00	
PH PREPAREDNESS	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
PH PREPAREDNESS	DEPARTMENT ANALYST	1.00		1.00		1.00	
PH PREPAREDNESS	PROGRAM PLANNING AND EVALUATION ANALYST	1.00		1.00		1.00	

Department Defined	Title	FY 17/18 Recomm Total	FY 17/18 Supp	17/18 Totals with Supp	FY 17/18 Hearing actions	Final Adopted FY 17/18	Notes
PH PREPAREDNESS	PUBLIC HEALTH MICROBIOLOGIST II	1.50		1.50		1.50	
CHILDREN & FAMILIES FIRST	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00	
CHILDREN & FAMILIES FIRST	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
CHILDREN & FAMILIES FIRST	PROGRAM PLANNING AND EVALUATION ANALYST	1.00		1.00		1.00	
CHILDREN & FAMILIES FIRST	HEALTH INFORMATION SPECIALIST II	3.00		3.00		3.00	
CHILDREN & FAMILIES FIRST	HEALTH PROGRAM MANAGER	1.00		1.00		1.00	
CHILDREN & FAMILIES FIRST	FIRST 5 SECTION MANAGER	1.00		1.00		1.00	
PH-FEE STABILIZATION FUND	ENVIRONMENTAL HEALTH SPECIALIST II	8.78		8.78		8.78	
PH-FEE STABILIZATION FUND	SENIOR ENVIRONMENTAL HEALTH SPECIALIST	5.74		5.74		5.74	
PH-FEE STABILIZATION FUND	SUPERVISING ENVIRONMENTAL HEALTH SPECIALIST	2.31		2.31		2.31	
PH-FEE STABILIZATION FUND	ENVIRONMENTAL HEALTH PROGRAM MANAGER	4.00		4.00		4.00	
PH-FEE STABILIZATION FUND	DAIRY INSPECTOR	2.00		2.00		2.00	
MH PROGRAM SUPPORT	SENIOR OFFICE ASSISTANT	2.00		2.00		2.00	
MH PROGRAM SUPPORT	SECRETARY	0.00		0.00		0.00	
MH PROGRAM SUPPORT	ACCOUNT CLERK II	3.00		3.00		3.00	
MH PROGRAM SUPPORT	SENIOR ACCOUNT CLERK	2.50		2.50		2.50	
MH PROGRAM SUPPORT	ACCOUNTING TECHNICIAN	2.00		2.00		2.00	
MH PROGRAM SUPPORT	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
MH PROGRAM SUPPORT	DEPARTMENT ANALYST	1.75		1.75		1.75	
MH PROGRAM SUPPORT	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00	
MH PROGRAM SUPPORT	ADMINISTRATIVE SERVICES OFFICER II	0.50		0.50		0.50	
MH PROGRAM SUPPORT	MEDICAL RECORD CLERK III	1.00		1.00		1.00	
MH PROGRAM SUPPORT	PATIENT CARE ANALYST	5.00		5.00		5.00	
MH PROGRAM SUPPORT	BEHAVIORAL HEALTH CLINICAL SPECIALIST	1.00		1.00		1.00	
MH PROGRAM SUPPORT	MENTAL HEALTH MEDICAL DIRECTOR	0.55		0.55		0.55	
MH PROGRAM SUPPORT	HEALTH SERVICES SECTION MANAGER	0.50		0.50		0.50	
CRISIS STABILIZATION AND FORENSICS	SENIOR OFFICE ASSISTANT	6.00		6.00		6.00	
CRISIS STABILIZATION AND FORENSICS	ELIGIBILITY WORKER II	0.00		0.00		0.00	
CRISIS STABILIZATION AND FORENSICS	MEDICAL UNIT CLERK	1.00		1.00		1.00	
CRISIS STABILIZATION AND FORENSICS	NURSE PRACTITIONER-PHYSICIAN'S ASSISTANT	4.50		4.50		4.50	
CRISIS STABILIZATION AND FORENSICS	LICENSED VOCATIONAL NURSE II	8.50		8.50		8.50	
CRISIS STABILIZATION AND FORENSICS	CLIENT CARE MANAGER	3.00		3.00		3.00	
CRISIS STABILIZATION AND FORENSICS	PSYCHIATRIC TECHNICIAN	6.00		6.00		6.00	
CRISIS STABILIZATION AND FORENSICS	PSYCHIATRIC NURSE	6.40		6.40		6.40	
CRISIS STABILIZATION AND FORENSICS	SENIOR CLIENT SUPPORT SPECIALIST	2.00		2.00		2.00	
CRISIS STABILIZATION AND FORENSICS	BEHAVIORAL HEALTH CLINICIAN	33.28		33.28		33.28	
CRISIS STABILIZATION AND FORENSICS	BEHAVIORAL HEALTH CLINICAL SPECIALIST	1.00		1.00		1.00	
CRISIS STABILIZATION AND FORENSICS	ACUTE FORENSICS SECTION MANAGER	1.00		1.00		1.00	
CRISIS STABILIZATION AND FORENSICS	STAFF PSYCHIATRIST	1.00		1.00		1.00	
CRISIS STABILIZATION AND FORENSICS	FORENSIC PSYCHIATRIST	1.55		1.55		1.55	
CRISIS STABILIZATION AND FORENSICS	SOCIAL SERVICE WORKER II	1.00		1.00		1.00	
MH YOUTH & FAMILY SERVICES	SENIOR OFFICE ASSISTANT	3.00		3.00		3.00	
MH YOUTH & FAMILY SERVICES	RECEPTIONIST	0.00		0.00		0.00	
MH YOUTH & FAMILY SERVICES	LICENSED VOCATIONAL NURSE II	0.50		0.50		0.50	
MH YOUTH & FAMILY SERVICES	PSYCHIATRIC NURSE	1.00		1.00		1.00	
MH YOUTH & FAMILY SERVICES	BEHAVIORAL HEALTH CLINICIAN	21.35		21.35		21.35	
MH YOUTH & FAMILY SERVICES	CLINICAL PSYCHOLOGIST	1.00		1.00		1.00	
MH YOUTH & FAMILY SERVICES	ADULT YOUTH AND FAMILY SERVICES SECTION MANAGER	1.00		1.00		1.00	
MH YOUTH & FAMILY SERVICES	STAFF PSYCHIATRIST	2.17		2.17		2.17	
MH YOUTH & FAMILY SERVICES	FORENSIC PSYCHIATRIST	0.33	-0.30	0.03		0.03	.30 Deleted 12+ vacant
MH YOUTH & FAMILY SERVICES	HEALTH PROGRAM MANAGER	3.00		3.00		3.00	
MH YOUTH & FAMILY SERVICES	AODS COUNSELOR II	1.75		1.75		1.75	
MENTAL HEALTH SERVICES ACT	SENIOR OFFICE ASSISTANT	11.00		11.00		11.00	
MENTAL HEALTH SERVICES ACT	SECRETARY	3.00		3.00		3.00	
MENTAL HEALTH SERVICES ACT	RECEPTIONIST	0.00		0.00		0.00	
MENTAL HEALTH SERVICES ACT	ELIGIBILITY WORKER II	0.00		0.00		0.00	
MENTAL HEALTH SERVICES ACT	ELIGIBILITY WORKER III	0.00		0.00		0.00	
MENTAL HEALTH SERVICES ACT	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
MENTAL HEALTH SERVICES ACT	DEPARTMENT ANALYST	1.25		1.25		1.25	
MENTAL HEALTH SERVICES ACT	ADMINISTRATIVE SERVICES OFFICER II	0.50		0.50		0.50	
MENTAL HEALTH SERVICES ACT	PROGRAM PLANNING AND EVALUATION ANALYST	1.00		1.00		1.00	
MENTAL HEALTH SERVICES ACT	NURSE PRACTITIONER-PHYSICIAN'S ASSISTANT	0.80		0.80		0.80	
MENTAL HEALTH SERVICES ACT	SUPERVISING STAFF NURSE	1.00		1.00		1.00	
MENTAL HEALTH SERVICES ACT	CLIENT CARE MANAGER	1.00		1.00		1.00	
MENTAL HEALTH SERVICES ACT	PSYCHIATRIC NURSE	9.60		9.60		9.60	
MENTAL HEALTH SERVICES ACT	PATIENT CARE ANALYST	1.00		1.00		1.00	
MENTAL HEALTH SERVICES ACT	CLIENT SUPPORT SPECIALIST	1.50		1.50		1.50	
MENTAL HEALTH SERVICES ACT	SENIOR CLIENT SUPPORT SPECIALIST	18.00		18.00		18.00	
MENTAL HEALTH SERVICES ACT	BEHAVIORAL HEALTH CLINICIAN	41.20		41.20		41.20	
MENTAL HEALTH SERVICES ACT	BEHAVIORAL HEALTH CLINICAL SPECIALIST	8.00		8.00		8.00	

Department Defined	Title	FY 17/18 Recomm Total	FY 17/18 Supp	17/18 Totals with Supp	FY 17/18 Hearing actions	Final Adopted FY 17/18	Notes
MENTAL HEALTH SERVICES ACT	COMMUNITY MENTAL HEALTH SECTION MANAGER	1.00		1.00		1.00	
MENTAL HEALTH SERVICES ACT	STAFF PSYCHIATRIST	3.38		3.38		3.38	
MENTAL HEALTH SERVICES ACT	MENTAL HEALTH MEDICAL DIRECTOR	0.45		0.45		0.45	
MENTAL HEALTH SERVICES ACT	HEALTH SERVICES DIVISION DIRECTOR	1.00		1.00		1.00	
MENTAL HEALTH SERVICES ACT	HEALTH PROGRAM MANAGER	7.00		7.00		7.00	
MENTAL HEALTH SERVICES ACT	HEALTH SERVICES SECTION MANAGER	0.50		0.50		0.50	
MENTAL HEALTH SERVICES ACT	AODS COUNSELOR II	2.00		2.00		2.00	
MENTAL HEALTH SERVICES ACT	AODS SPECIALIST	1.00		1.00		1.00	
MENTAL HEALTH SERVICES ACT	SOCIAL SERVICE WORKER II	3.00		3.00		3.00	
SUBSTANCE USE DISORDERS	SENIOR OFFICE ASSISTANT	2.00		2.00		2.00	
SUBSTANCE USE DISORDERS	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
SUBSTANCE USE DISORDERS	BEHAVIORAL HEALTH CLINICIAN	2.50		2.50		2.50	
SUBSTANCE USE DISORDERS	HEALTH PROGRAM MANAGER	0.30		0.30		0.30	
SUBSTANCE USE DISORDERS	AODS ASSISTANT II	1.00		1.00		1.00	
SUBSTANCE USE DISORDERS	AODS ASSISTANT III	1.00		1.00		1.00	
SUBSTANCE USE DISORDERS	AODS COUNSELOR II	8.29		8.29		8.29	
SUBSTANCE USE DISORDERS	AODS SPECIALIST	5.00		5.00		5.00	
SUBSTANCE USE DISORDERS	SUBSTANCE USE DISORDER & COMM RECVRY SVCS SECT MGR	1.00		1.00		1.00	
AODS-DUI PROGRAM	OFFICE ASSISTANT II	2.00		2.00		2.00	
AODS-DUI PROGRAM	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00	
AODS-DUI PROGRAM	ACCOUNT CLERK II	1.00		1.00		1.00	
AODS-DUI PROGRAM	AODS INTAKE INTERVIEWER	2.00		2.00		2.00	
AODS-DUI PROGRAM	HEALTH PROGRAM MANAGER	0.70		0.70		0.70	
AODS-DUI PROGRAM	AODS COUNSELOR II	6.13		6.13		6.13	
AODS-DUI PROGRAM	AODS SPECIALIST	1.00		1.00		1.00	
HEALTH POLICY, PLANNING & EVALUATION PROG SUPPORT	OFFICE ASSISTANT II	1.00		1.00		1.00	
HEALTH POLICY, PLANNING & EVALUATION PROG SUPPORT	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00	
HEALTH POLICY, PLANNING & EVALUATION PROG SUPPORT	ADMINISTRATIVE AIDE	1.50		1.50		1.50	
HEALTH POLICY, PLANNING & EVALUATION PROG SUPPORT	DEPARTMENT ANALYST	1.00		1.00		1.00	
HEALTH POLICY, PLANNING & EVALUATION PROG SUPPORT	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00	
HEALTH POLICY, PLANNING & EVALUATION PROG SUPPORT	PROGRAM PLANNING AND EVALUATION ANALYST	5.00		5.00		5.00	
HEALTH POLICY, PLANNING & EVALUATION PROG SUPPORT	BIostatistician	2.00		2.00		2.00	
HEALTH POLICY, PLANNING & EVALUATION PROG SUPPORT	HEALTH PROGRAM MANAGER	1.00		1.00		1.00	
HEALTH POLICY, PLANNING & EVALUATION PROG SUPPORT	DIRECTOR OF HEALTH PROGRAM PLANNING AND EVALUATION	1.00		1.00		1.00	
HEALTH SERVICES - HEALTHY COMMUNITIES	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00	
HEALTH SERVICES - HEALTHY COMMUNITIES	PROGRAM PLANNING AND EVALUATION ANALYST	2.00		2.00		2.00	
HEALTH SERVICES - HEALTHY COMMUNITIES	HEALTH INFORMATION SPECIALIST II	8.00		8.00		8.00	
HEALTH SERVICES - HEALTHY COMMUNITIES	HEALTH PROGRAM MANAGER	2.00		2.00		2.00	
HEALTH SERVICES - HEALTHY COMMUNITIES	SENIOR HEALTH INFORMATION SPECIALIST	2.00		2.00		2.00	
HEALTH SERVICES - HEALTHY COMMUNITIES	HEALTHY COMMUNITIES SECTION MANAGER	1.00		1.00		1.00	
POLICY, STRATEGY & EVALUATION	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00	
POLICY, STRATEGY & EVALUATION	ADMINISTRATIVE AIDE	0.50		0.50		0.50	
POLICY, STRATEGY & EVALUATION	PROGRAM PLANNING AND EVALUATION ANALYST	1.00		1.00		1.00	
POLICY, STRATEGY & EVALUATION	BIostatistician	2.00		2.00		2.00	
POLICY, STRATEGY & EVALUATION	HEALTH INFORMATION SPECIALIST II	1.00		1.00		1.00	
POLICY, STRATEGY & EVALUATION	HEALTH PROGRAM MANAGER	4.00		4.00		4.00	
POLICY, STRATEGY & EVALUATION	SENIOR HEALTH INFORMATION SPECIALIST	0.00		0.00		0.00	
22-DHS Total		651.70	-2.45	649.25		649.25	
HUMAN RESOURCES							
ADMINISTRATION	ASSISTANT HUMAN RESOURCES DIRECTOR	1.00		1.00		1.00	
ADMINISTRATION	DIRECTOR HUMAN RESOURCES	1.00		1.00		1.00	
ADMINISTRATION	DEPARTMENT ANALYST	0.00	1.00	1.00		1.00	
SELF FUNDED INS PROG ADMIN	DEPARTMENT ANALYST	1.00		1.00		1.00	
ADMINISTRATION	ADMINISTRATIVE SERVICES OFFICER I	0.00		0.00		0.00	
ADMINISTRATION	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00	
ADMINISTRATION	COMMISSION COORDINATOR	1.00		1.00		1.00	
ADMINISTRATION	SENIOR OFFICE ASSISTANT CONFIDENTIAL	1.00		1.00		1.00	
ADMINISTRATION	EXECUTIVE SECRETARY CONFIDENTIAL	1.00		1.00		1.00	

Department Defined	Title	FY 17/18 Recomm Total	FY 17/18 Supp	17/18 Totals with Supp	FY 17/18 Hearing actions	Final Adopted FY 17/18	Notes
ADMINISTRATION	HUMAN RESOURCES TECHNICIAN CONFIDENTIAL	2.00		2.00		2.00	
RECRUITMENT	HUMAN RESOURCES ANALYST III PROJECT	0.50	-0.50	0.00		0.00	.50 Deleted 12+vacant
RECRUITMENT	HUMAN RESOURCES ANALYST III	6.00		6.00		6.00	
RECRUITMENT	SUPERVISING HUMAN RESOURCES ANALYST	2.00		2.00		2.00	
RECRUITMENT	RECRUITMENT & CLASSIFICATION MANAGER	1.00		1.00		1.00	
RECRUITMENT	DEPARTMENT PROGRAM MANAGER	1.00		1.00		1.00	
RECRUITMENT	HUMAN RESOURCES TECHNICIAN CONFIDENTIAL	3.00		3.00		3.00	
TRAINING	HUMAN RESOURCES ANALYST III	1.00		1.00		1.00	
TRAINING	TRAINING MANAGER	1.00		1.00		1.00	
TRAINING	SENIOR OFFICE ASSISTANT CONFIDENTIAL	1.00		1.00		1.00	
HRMS	DEPARTMENT INFORMATION SYSTEMS MANAGER	1.00		1.00		1.00	
HRMS	DEPT INFO SYSTEMS SPECIALIST II CONFIDENTIAL	3.00		3.00		3.00	
LABOR RELATIONS	HUMAN RESOURCES ANALYST III	3.00		3.00		3.00	
LABOR RELATIONS	EMPLOYEE RELATIONS MANAGER	1.00		1.00		1.00	
LABOR RELATIONS	HUMAN RESOURCES TECHNICIAN CONFIDENTIAL	1.00		1.00		1.00	
HUMAN RESOURCES - ADA COMPLIANCE	HUMAN RESOURCES ANALYST III	1.00		1.00		1.00	
SELF FUNDED INS PROG ADMIN	ACCOUNTANT III	1.00		1.00		1.00	
SELF FUNDED INS PROG ADMIN	RISK MANAGER	1.00		1.00		1.00	
SELF FUNDED INS PROG ADMIN	RISK MANAGEMENT ANALYST II	11.00		11.00		11.00	
SELF FUNDED INS PROG ADMIN	RISK MANAGEMENT ANALYST III	5.00		5.00		5.00	
SELF FUNDED INS PROG ADMIN	EQUAL EMPLOYMENT OPPORTUNITY MANAGER	1.00		1.00		1.00	
SELF FUNDED INS PROG ADMIN	SENIOR OFFICE ASSISTANT CONFIDENTIAL	1.00		1.00		1.00	
SELF FUNDED INS PROG ADMIN	SENIOR ACCOUNT CLERK CONFIDENTIAL	2.00		2.00		2.00	
SELF FUNDED INS PROG ADMIN	HUMAN RESOURCES TECHNICIAN CONFIDENTIAL	6.00		6.00		6.00	
23-HRD Total		63.50	0.50	64.00	0.00	64.00	

HUMAN SERVICES							
OFFICE OF DIRECTOR	ASSISTANT DIRECTOR HUMAN SERVICES	1.00		1.00		1.00	
OFFICE OF DIRECTOR	DIRECTOR OF HUMAN SERVICES	1.00		1.00		1.00	
OFFICE OF DIRECTOR	EXECUTIVE SECRETARY CONFIDENTIAL	1.00		1.00		1.00	
HR/ORG DEVE	ADMINISTRATIVE SERVICES OFFICER I	2.00		2.00		2.00	
HR/ORG DEVE	SENIOR OFFICE ASSISTANT	0.00		0.00		0.00	
HR/ORG DEVE	PAYROLL CLERK	2.00		2.00		2.00	
HR/ORG DEVE	ADMINISTRATIVE AIDE	2.00		2.00		2.00	
HR/ORG DEVE	ADMINISTRATIVE AIDE CONFIDENTIAL	1.00		1.00		1.00	
HR/ORG DEVE	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00	
HR/ORG DEVE	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00	
HR/ORG DEVE	PROGRAM DEVELOPMENT MANAGER	1.00		1.00		1.00	
HR/ORG DEVE	PAYROLL CLERK CONFIDENTIAL	2.00		2.00		2.00	
HR/ORG DEVE	PROGRAM SPECIALIST	3.00		3.00		3.00	
HR/ORG DEVE	SENIOR OFFICE ASSISTANT	0.00		0.00		0.00	
HR/ORG DEVE	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00	
HR/ORG DEVE	PROGRAM PLANNING AND EVALUATION ANALYST	5.00		5.00		5.00	
INFORM TECH	OFFICE SUPPORT SUPERVISOR	1.00		1.00		1.00	
INFORM TECH	SUPERVISING PUBLIC ASSISTANCE SYSTEMS TECHNICIAN	1.00		1.00		1.00	
INFORM TECH	PUBLIC ASSISTANCE SYSTEMS TECHNICIAN	3.00		3.00		3.00	
INFORM TECH	OFFICE SUPPORT SUPERVISOR	1.00		1.00		1.00	
INFORM TECH	MICROGRAPHIC TECHNICIAN I	4.00		4.00		4.00	
INFORM TECH	MICROGRAPHIC TECHNICIAN II	4.00		4.00		4.00	
INFORM TECH	DEPARTMENT INFORMATION SYSTEMS TECHNICIAN II	1.00		1.00		1.00	
INFORM TECH	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	6.00		6.00		6.00	
INFORM TECH	DEPARTMENT INFORMATION SYSTEMS MANAGER	3.00		3.00		3.00	
INFORM TECH	SENIOR DEPARTMENT INFORMATION SYSTEMS MANAGER	1.00		1.00		1.00	
INFORM TECH	HUMAN SERVICES NETWORK ANALYST	3.00		3.00		3.00	
INFORM TECH	HUMAN SERVICES SYSTEMS & PROGRAMMING ANALYST	6.00		6.00		6.00	
INFORM TECH	PUBLIC ASSISTANCE SYSTEMS MANAGER	1.00		1.00		1.00	
INFORM TECH	PUBLIC ASSISTANCE SYSTEMS SPECIALIST	3.00		3.00		3.00	
INFORM TECH	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
PLANNING/UPSTREAM	SECRETARY	1.00		1.00		1.00	
PLANNING/UPSTREAM	PUBLIC ASSISTANCE SYSTEMS SPECIALIST	2.00		2.00		2.00	
PLANNING/UPSTREAM	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
PLANNING/UPSTREAM	PROGRAM PLANNING AND EVALUATION ANALYST	7.75		7.75		7.75	
PLANNING/UPSTREAM	PROGRAM DEVELOPMENT MANAGER	2.00		2.00		2.00	

Department Defined	Title	FY 17/18 Recomm Total	FY 17/18 Supp	17/18 Totals with Supp	FY 17/18 Hearing actions	Final Adopted FY 17/18	Notes
PLANNING/UPSTREAM	ASSISTANT DIRECTOR HUMAN SERVICES	1.00		1.00		1.00	
SPEC INV UNIT	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00	
SPEC INV UNIT	ELIGIBILITY WORKER II	0.00		0.00		0.00	
SPEC INV UNIT	ELIGIBILITY WORKER III	10.00		10.00		10.00	
SPEC INV UNIT	ELIGIBILITY SUPERVISOR	2.00		2.00		2.00	
SPEC INV UNIT	OFFICE ASSISTANT II	1.00		1.00		1.00	
SPEC INV UNIT	SENIOR OFFICE ASSISTANT	0.00		0.00		0.00	
SPEC INV UNIT	SOCIAL SERVICE WORKER IV	1.00		1.00		1.00	
SPEC INV UNIT	WELFARE FRAUD INVESTIGATOR II	4.00		4.00		4.00	
SPEC INV UNIT	CHIEF WELFARE FRAUD INVESTIGATOR	1.00		1.00		1.00	
SPEC INV UNIT	SENIOR WELFARE FRAUD INVESTIGATOR	1.00		1.00		1.00	
FISCAL	ACCOUNTING TECHNICIAN	1.00		1.00		1.00	
FISCAL	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	1.00		1.00		1.00	
FISCAL	ACCOUNT CLERK II	4.00		4.00		4.00	
FISCAL	SENIOR ACCOUNT CLERK	4.00		4.00		4.00	
FISCAL	ACCOUNTING TECHNICIAN	2.00		2.00		2.00	
FISCAL	ACCOUNTANT II	2.00		2.00		2.00	
FISCAL	ACCOUNTANT III	2.00		2.00		2.00	
FISCAL	SUPERVISING ACCOUNTANT	1.00		1.00		1.00	
FISCAL	DEPARTMENT ACCOUNTING MANAGER	1.00		1.00		1.00	
FISCAL	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00	
FISCAL	DEPARTMENT ADMINISTRATIVE SERVICES DIRECTOR	1.00		1.00		1.00	
FISCAL	ACCOUNTANT II	1.00		1.00		1.00	
FISCAL	ACCOUNTANT III	1.00		1.00		1.00	
FISCAL	ACCOUNT CLERK II	4.00		4.00		4.00	
FISCAL	SENIOR ACCOUNT CLERK	3.00		3.00		3.00	
FISCAL	SENIOR OFFICE ASSISTANT	4.00		4.00		4.00	
FISCAL	OFFICE SUPPORT SUPERVISOR	1.00		1.00		1.00	
OPERATIONS	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
OPERATIONS	DEPARTMENT ANALYST	1.00		1.00		1.00	
OPERATIONS	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00	
OPERATIONS	PROGRAM PLANNING AND EVALUATION ANALYST	2.00		2.00		2.00	
OPERATIONS	PROGRAM DEVELOPMENT MANAGER	1.00		1.00		1.00	
OPERATIONS	OFFICE SUPPORT SUPERVISOR	3.00		3.00		3.00	
OPERATIONS	SENIOR OFFICE ASSISTANT	3.00		3.00		3.00	
OPERATIONS	STOREKEEPER	1.00		1.00		1.00	
OPERATIONS	SENIOR STOREKEEPER	1.00		1.00		1.00	
ECONOMIC ASSISTANCE	SECRETARY	1.00		1.00		1.00	
ECONOMIC ASSISTANCE	ADMINISTRATIVE AIDE	2.00		2.00		2.00	
ECONOMIC ASSISTANCE	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00	
ECONOMIC ASSISTANCE	PROGRAM PLANNING AND EVALUATION ANALYST	5.00		5.00		5.00	
ECONOMIC ASSISTANCE	PROGRAM DEVELOPMENT MANAGER	1.00		1.00		1.00	
ECONOMIC ASSISTANCE	HUMAN SERVICES SECTION MANAGER	3.00		3.00		3.00	
ECONOMIC ASSISTANCE	HUMAN SERVICES DIVISION DIRECTOR	1.00		1.00		1.00	
ECONOMIC ASSISTANCE	ELIGIBILITY WORKER II	0.00		0.00		0.00	
ECONOMIC ASSISTANCE	ELIGIBILITY SPECIALIST	134.00		134.00		134.00	
ECONOMIC ASSISTANCE	SENIOR ELIGIBILITY SPECIALIST	33.00		33.00		33.00	
ECONOMIC ASSISTANCE	ELIGIBILITY SPECIALIST SUPERVISOR	22.00		22.00		22.00	
ECONOMIC ASSISTANCE	ELIGIBILITY WORKER III	0.00		0.00		0.00	
ECONOMIC ASSISTANCE	ELIGIBILITY SUPERVISOR	0.00		0.00		0.00	
ECONOMIC ASSISTANCE	SOCIAL SERVICE WORKER II	1.00		1.00		1.00	
ECONOMIC ASSISTANCE	SOCIAL SERVICE WORKER III	1.00		1.00		1.00	
ECONOMIC ASSISTANCE	SOCIAL SERVICE SUPERVISOR II	1.00		1.00		1.00	
ECONOMIC ASSISTANCE	OFFICE ASSISTANT II	18.00		18.00		18.00	
ECONOMIC ASSISTANCE	SENIOR OFFICE ASSISTANT	11.00		11.00		11.00	
ECONOMIC ASSISTANCE	OFFICE SUPPORT SUPERVISOR	6.50		6.50		6.50	
ECONOMIC ASSISTANCE	MATERIALS HANDLER	2.00		2.00		2.00	
ECONOMIC ASSISTANCE	STOREKEEPER	1.00		1.00		1.00	
ECONOMIC ASSISTANCE	HUMAN SERVICES AIDE II	14.00		14.00		14.00	
EMPLOYMENT AND TRAINING	ELIGIBILITY WORKER II	2.00		2.00		2.00	
EMPLOYMENT AND TRAINING	SECRETARY	1.00		1.00		1.00	
EMPLOYMENT AND TRAINING	PROGRAM PLANNING AND EVALUATION ANALYST	6.00		6.00		6.00	
EMPLOYMENT AND TRAINING	PROGRAM DEVELOPMENT MANAGER	1.00		1.00		1.00	
EMPLOYMENT AND TRAINING	HUMAN SERVICES SECTION MANAGER	2.00		2.00		2.00	
EMPLOYMENT AND TRAINING	HUMAN SERVICES DIVISION DIRECTOR	1.00		1.00		1.00	
EMPLOYMENT AND TRAINING	OFFICE ASSISTANT II	4.00		4.00		4.00	
EMPLOYMENT AND TRAINING	SENIOR OFFICE ASSISTANT	6.00		6.00		6.00	
EMPLOYMENT AND TRAINING	OFFICE SUPPORT SUPERVISOR	2.00		2.00		2.00	
EMPLOYMENT AND TRAINING	HUMAN SERVICES AIDE II	3.00		3.00		3.00	
EMPLOYMENT AND TRAINING	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00	
EMPLOYMENT AND TRAINING	COMPUTER LAB SUPPORT SPECIALST	1.00		1.00		1.00	
EMPLOYMENT AND TRAINING	PUBLIC ASSISTANCE SYSTEMS SPECIALIST	1.00		1.00		1.00	
EMPLOYMENT AND TRAINING	ADMINISTRATIVE AIDE	1.00		1.00		1.00	

Department Defined	Title	FY 17/18 Recomm Total	FY 17/18 Supp	17/18 Totals with Supp	FY 17/18 Hearing actions	Final Adopted FY 17/18	Notes
EMPLOYMENT AND TRAINING	EMPLOYMENT & TRAINING SPECIALIST	30.50		30.50		30.50	
EMPLOYMENT AND TRAINING	SENIOR EMPLOYMENT & TRAINING SPECIALIST	5.00		5.00		5.00	
EMPLOYMENT AND TRAINING	SUPERVISING EMPLOYMENT & TRAINING SPECIALIST	5.00		5.00		5.00	
EMPLOYMENT AND TRAINING	EMPLOYMENT & TRAINING COUNSELOR II	18.00		18.00		18.00	
EMPLOYMENT AND TRAINING	EMPLOYMENT & TRAINING COORDINATOR	9.00		9.00		9.00	
EMPLOYMENT AND TRAINING	SUPERVISING EMPLOYMENT & TRAINING COUNSELOR	5.00		5.00		5.00	
FAMILY YOUTH AND CHILDREN	PROGRAM DEVELOPMENT MANAGER	2.00		2.00		2.00	
FAMILY YOUTH AND CHILDREN	SENIOR OFFICE ASSISTANT	4.00		4.00		4.00	
FAMILY YOUTH AND CHILDREN	OFFICE SUPPORT SUPERVISOR	0.00		0.00		0.00	
FAMILY YOUTH AND CHILDREN	ELIGIBILITY WORKER II	3.75		3.75		3.75	
FAMILY YOUTH AND CHILDREN	ELIGIBILITY SUPERVISOR	1.00		1.00		1.00	
FAMILY YOUTH AND CHILDREN	PROGRAM PLANNING AND EVALUATION ANALYST	1.00		1.00		1.00	
FAMILY YOUTH AND CHILDREN	SOCIAL SERVICE WORKER II	1.00		1.00		1.00	
FAMILY YOUTH AND CHILDREN	SOCIAL SERVICE WORKER III	2.00		2.00		2.00	
FAMILY YOUTH AND CHILDREN	SOCIAL SERVICE WORKER IV	100.25		100.25		100.25	
FAMILY YOUTH AND CHILDREN	SOCIAL SERVICE SUPERVISOR I	1.00		1.00		1.00	
FAMILY YOUTH AND CHILDREN	SOCIAL SERVICE SUPERVISOR II	17.00		17.00		17.00	
FAMILY YOUTH AND CHILDREN	HUMAN SERVICES SECTION MANAGER	1.00		1.00		1.00	
FAMILY YOUTH AND CHILDREN	SECRETARY	1.00		1.00		1.00	
FAMILY YOUTH AND CHILDREN	ADMINISTRATIVE AIDE	2.00		2.00		2.00	
FAMILY YOUTH AND CHILDREN	PROGRAM PLANNING AND EVALUATION ANALYST	3.00		3.00		3.00	
FAMILY YOUTH AND CHILDREN	HUMAN SERVICES SECTION MANAGER	4.00		4.00		4.00	
FAMILY YOUTH AND CHILDREN	HUMAN SERVICES DIVISION DIRECTOR	1.00		1.00		1.00	
FAMILY YOUTH AND CHILDREN	SENIOR OFFICE ASSISTANT	21.50		21.50		21.50	
FAMILY YOUTH AND CHILDREN	OFFICE SUPPORT SUPERVISOR	1.00		1.00		1.00	
FAMILY YOUTH AND CHILDREN	SENIOR LEGAL PROCESSOR	5.00		5.00		5.00	
FAMILY YOUTH AND CHILDREN	LEGAL STAFF SUPERVISOR	1.00		1.00		1.00	
FAMILY YOUTH AND CHILDREN	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
FAMILY YOUTH AND CHILDREN	SOCIAL WORK ASSISTANT	8.00		8.00		8.00	
VOM CHILDRENS HOME	CHILDREN'S RESIDENTIAL CARE COUNSELOR II	22.00		22.00		22.00	
VOM CHILDRENS HOME	SUPERV CHILD RESIDENTIAL CARE COUNSELOR	6.00		6.00		6.00	
VOM CHILDRENS HOME	VALLEY OF THE MOON CHILDREN'S HOME MANAGER	1.00		1.00		1.00	
VOM CHILDRENS HOME	JUVENILE CORRECTIONAL COUNSELOR II	4.00		4.00		4.00	
VOM CHILDRENS HOME	JUVENILE CORRECTIONAL COUNSELOR IV	1.00		1.00		1.00	
VOM CHILDRENS HOME	RESIDENTIAL SERVICE WORKER	3.00		3.00		3.00	
VOM CHILDRENS HOME	COOK	2.00		2.00		2.00	
VOM CHILDRENS HOME	CHEF	1.00		1.00		1.00	
ADULT AND AGING ADMIN	PUBLIC ASSISTANCE SYSTEMS SPECIALIST	1.00		1.00		1.00	
ADULT AND AGING ADMIN	SENIOR ACCOUNT CLERK	1.00		1.00		1.00	
ADULT AND AGING ADMIN	PROGRAM PLANNING AND EVALUATION ANALYST	0.00		0.00		0.00	
ADULT AND AGING ADMIN	PROGRAM DEVELOPMENT MANAGER	1.00		1.00		1.00	
ADULT AND AGING ADMIN	HUMAN SERVICES SECTION MANAGER	1.00		1.00		1.00	
ADULT AND AGING ADMIN	HUMAN SERVICES DIVISION DIRECTOR	1.00		1.00		1.00	
ADULT AND AGING ADMIN	SECRETARY CONFIDENTIAL	1.00		1.00		1.00	
HUMAN SERVICES ADMINISTRATION	SENIOR OFFICE ASSISTANT	2.00		2.00		2.00	
HUMAN SERVICES ADMINISTRATION	OFFICE SUPPORT SUPERVISOR	1.00		1.00		1.00	
IHSS NP AUTHORITY	SOCIAL SERVICE WORKER II	0.00		0.00		0.00	
IHSS NP AUTHORITY	SOCIAL SERVICE WORKER III	38.50		38.50		38.50	
IHSS NP AUTHORITY	SOCIAL SERVICE WORKER IV	5.00		5.00		5.00	
IHSS NP AUTHORITY	SOCIAL SERVICE SUPERVISOR I	6.00		6.00		6.00	
IHSS NP AUTHORITY	SOCIAL SERVICE SUPERVISOR II	1.00		1.00		1.00	
IHSS NP AUTHORITY	HOME CARE SUPPORT SPECIALIST	4.00		4.00		4.00	
IHSS NP AUTHORITY	PUBLIC HEALTH AIDE II	2.00		2.00		2.00	
IHSS NON PUBLIC AUTHORITY	SENIOR OFFICE ASSISTANT	7.00		7.00		7.00	
IHSS NON PUBLIC AUTHORITY	OFFICE SUPPORT SUPERVISOR	1.00		1.00		1.00	
IHSS NON PUBLIC AUTHORITY	ACCOUNT CLERK II	8.00		8.00		8.00	
IHSS NON PUBLIC AUTHORITY	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
IHSS NON PUBLIC AUTHORITY	HOME CARE SUPPORT SPECIALIST	1.00		1.00		1.00	
IHSS NON PUBLIC AUTHORITY	SOCIAL WORK ASSISTANT	1.00		1.00		1.00	
ADULT PROTECTIVE SERVICES	SENIOR OFFICE ASSISTANT	2.00		2.00		2.00	
ADULT PROTECTIVE SERVICES	SOCIAL SERVICE WORKER III	1.00		1.00		1.00	
ADULT PROTECTIVE SERVICES	SOCIAL SERVICE WORKER IV	28.00		28.00		28.00	
ADULT PROTECTIVE SERVICES	SOCIAL SERVICE SUPERVISOR II	4.00		4.00		4.00	
ADULT PROTECTIVE SERVICES	HUMAN SERVICES SECTION MANAGER	1.00		1.00		1.00	
AREA AGENCY ON AGING	PROGRAM PLANNING AND EVALUATION ANALYST	1.00		1.00		1.00	
AREA AGENCY ON AGING	PROGRAM DEVELOPMENT MANAGER	1.00		1.00		1.00	
AREA AGENCY ON AGING	ACCOUNTANT III	1.00		1.00		1.00	
AREA AGENCY ON AGING	PROGRAM PLANNING AND EVALUATION ANALYST	1.00		1.00		1.00	
MSSP SENIOR SERVICES	SOCIAL SERVICE WORKER IV	6.00		6.00		6.00	

Department Defined	Title	FY 17/18 Recomm Total	FY 17/18 Supp	17/18 Totals with Supp	FY 17/18 Hearing actions	Final Adopted FY 17/18	Notes
MSSP SENIOR SERVICES	SOCIAL SERVICE SUPERVISOR II	1.00		1.00		1.00	
MSSP SENIOR SERVICES	SENIOR OFFICE ASSISTANT	0.50		0.50		0.50	
MSSP SENIOR SERVICES	SENIOR ACCOUNT CLERK	1.00		1.00		1.00	
VETERANS SERVICES	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00	
VETERANS SERVICES	VETERANS CLAIMS WORKER II	4.00		4.00		4.00	
VETERANS SERVICES	SENIOR VETERANS CLAIMS WORKER	1.00		1.00		1.00	
VETERANS SERVICES	VETERANS SERVICE OFFICER	1.00		1.00		1.00	
PA/PG/PC	SENIOR OFFICE ASSISTANT	2.00		2.00		2.00	
PA/PG/PC	SENIOR ACCOUNT CLERK	0.80		0.80		0.80	
PA/PG/PC	DEPUTY PUBLIC ADMINISTRATOR-GUARDIAN- CONSERVATOR	5.00		5.00		5.00	
PA/PG/PC	SUPERVISING PUBLIC ADMIN-GUARDIAN- CONSERVATOR	1.00		1.00		1.00	
PA/PG/PC	CHIEF DEPUTY PUBLIC ADMIN-GUARDIAN- CONSERVATOR	1.00		1.00		1.00	
IHSS PUBLIC AUTHORITY	IHSS PUBLIC AUTHORITY MANAGER	0.00		0.00		0.00	
IN HOME SUPPORT SERVICES PA	IHSS PUBLIC AUTHORITY MANAGER	1.00		1.00		1.00	
24-HSD Total		883.05	0.00	883.05		883.05	

INFORMATION SYSTEMS DEPT							
ISD ADMINISTRATION	SENIOR OFFICE ASSISTANT	0.00		0.00		0.00	
ISD ADMINISTRATION	INFORMATION SYSTEM DIRECTOR	1.00		1.00		1.00	
ISD ADMINISTRATION	INFORMATION TECHNOLOGY ANALYST II	1.00		1.00		1.00	
ISD ADMINISTRATION	INFORMATION TECHNOLOGY ANALYST III	1.00		1.00		1.00	
ISD ADMINISTRATION	ADMINISTRATIVE AIDE	7.00		7.00		7.00	
ISD ADMINISTRATION	DEPARTMENT ANALYST	3.00		3.00		3.00	
ISD ADMINISTRATION	ADMINISTRATIVE SERVICES OFFICER I	2.00		2.00		2.00	
ISD ADMINISTRATION	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00	
ISD SYSTEMS & PROGRAMMING	SENIOR PROGRAMMER ANALYST	8.00		8.00		8.00	
ISD SYSTEMS & PROGRAMMING	PROGRAMMER ANALYST	1.00		1.00		1.00	
ISD SYSTEMS & PROGRAMMING	INFORMATION SYSTEMS PROJECT MANAGER	2.00		2.00		2.00	
ISD SYSTEMS & PROGRAMMING	INFORMATION SYSTEM DIVISION DIRECTOR	1.00		1.00		1.00	
ISD SYSTEMS & PROGRAMMING	SENIOR BUSINESS SYSTEMS ANALYST	1.00		1.00		1.00	
ISD INFORMATION MANAGEMENT	SENIOR PROGRAMMER ANALYST	2.00		2.00		2.00	
ISD INFORMATION MANAGEMENT	INFORMATION SYSTEMS PROJECT MANAGER	1.00		1.00		1.00	
ISD INFORMATION MANAGEMENT	GEOGRAPHIC INFORMATION TECHNICIAN II	2.00		2.00		2.00	
ISD SYSTEMS & PROGRAMMING	SYSTEMS SOFTWARE ANALYST	2.50		2.50		2.50	
ISD SYSTEMS & PROGRAMMING	SENIOR PROGRAMMER ANALYST	5.50		5.50		5.50	
ISD SYSTEMS & PROGRAMMING	PROGRAMMER ANALYST	2.00		2.00		2.00	
ISD SYSTEMS & PROGRAMMING	INFORMATION SYSTEMS PROJECT MANAGER	2.00		2.00		2.00	
ISD INFORMATION MANAGEMENT	SENIOR PROGRAMMER ANALYST	1.00		1.00		1.00	
ISD INFORMATION MANAGEMENT	PROGRAMMER ANALYST	2.00		2.00		2.00	
ISD INFORMATION MANAGEMENT	INFORMATION SYSTEMS PROJECT MANAGER	1.00		1.00		1.00	
ISD INFORMATION MANAGEMENT	INFORMATION SYSTEM DIVISION DIRECTOR	1.00		1.00		1.00	
ISD INFORMATION MANAGEMENT	INFORMATION TECHNOLOGY ANALYST II	1.00		1.00		1.00	
ISD INFORMATION MANAGEMENT	SENIOR BUSINESS SYSTEMS ANALYST	1.00		1.00		1.00	
ISD INFORMATION MANAGEMENT	GRAPHICS DESIGNER PHOTOGRAPHER	2.00		2.00		2.00	
ISD TECHNICAL SUPPORT SERVICES	SYSTEMS SOFTWARE ANALYST	9.50		9.50		9.50	
ISD TECHNICAL SUPPORT SERVICES	SENIOR NETWORK ANALYST	1.00		1.00		1.00	
ISD TECHNICAL SUPPORT SERVICES	NETWORK ANALYST	2.00		2.00		2.00	
ISD TECHNICAL SUPPORT SERVICES	INFORMATION SYSTEMS PROJECT MANAGER	1.00		1.00		1.00	
ISD TECHNICAL SUPPORT SERVICES	INFORMATION SYSTEM DIVISION DIRECTOR	1.00		1.00		1.00	
ISD TECHNICAL SUPPORT SERVICES	INFORMATION TECHNOLOGY ANALYST II	1.00		1.00		1.00	
ISD TECHNICAL SUPPORT SERVICES	INFORMATION TECHNOLOGY ANALYST III	1.00		1.00		1.00	
ISD TECHNICAL SUPPORT SERVICES	SENIOR BUSINESS SYSTEMS ANALYST	1.00		1.00		1.00	
ISD TECHNICAL SUPPORT SERVICES	SENIOR NETWORK ANALYST	2.00		2.00		2.00	
ISD TECHNICAL SUPPORT SERVICES	NETWORK ANALYST	3.00		3.00		3.00	
ISD TECHNICAL SUPPORT SERVICES	INFORMATION SYSTEMS PROJECT MANAGER	1.00		1.00		1.00	
ISD TECHNICAL SUPPORT SERVICES	INFORMATION SYSTEMS PROJECT MANAGER	1.00		1.00		1.00	
ISD TECHNICAL SUPPORT SERVICES	INFORMATION TECHNOLOGY ANALYST II	12.00		12.00		12.00	
ISD TECHNICAL SUPPORT SERVICES	INFORMATION TECHNOLOGY ANALYST III	3.00		3.00		3.00	
ISD TECHNICAL SUPPORT SERVICES	STOREKEEPER	0.00		0.00		0.00	
ISD TECHNICAL SUPPORT SERVICES	SENIOR STOREKEEPER	1.00		1.00		1.00	
ISD TECHNICAL SUPPORT SERVICES	INFORMATION SYSTEMS PROJECT MANAGER	1.00		1.00		1.00	
ISD TECHNICAL SUPPORT SERVICES	SYSTEMS SOFTWARE ANALYST	2.00		2.00		2.00	
ISD TECHNICAL SUPPORT SERVICES	SENIOR PROGRAMMER ANALYST	1.00		1.00		1.00	
ISD TECHNICAL SUPPORT SERVICES	PROGRAMMER ANALYST	1.00		1.00		1.00	
ISD TECHNICAL SUPPORT SERVICES	INFORMATION SYSTEMS PROJECT MANAGER	1.00		1.00		1.00	
ISD TECHNICAL SUPPORT SERVICES	GEOGRAPHIC INFORMATION TECHNICIAN II	1.00		1.00		1.00	
ISD INFORMATION MANAGEMENT	INFORMATION SYSTEMS PROJECT MANAGER	1.00		1.00		1.00	
ISD INFORMATION MANAGEMENT	SENIOR OFFICE ASSISTANT	0.00		0.00		0.00	
ISD INFORMATION MANAGEMENT	RECORDS AND INFORMATION MANAGER	1.00		1.00		1.00	
ISD INFORMATION MANAGEMENT	MAIL MATERIALS AND RECORDS HANDLER II	8.00		8.00		8.00	
ISD INFORMATION MANAGEMENT	MAIL MATERIALS AND RECORDS SUPERVISOR	1.00		1.00		1.00	
ISD INFORMATION MANAGEMENT	MATERIALS EQUIPMENT SPECIALIST	1.00		1.00		1.00	
ISD INFORMATION MANAGEMENT	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
ISD INFORMATION MANAGEMENT	RECORDS AND INFORMATION MANAGER	0.00		0.00		0.00	
ISD INFORMATION MANAGEMENT	REPROGRAPHICS TECHNICIAN II	0.00		0.00		0.00	

Department Defined	Title	FY 17/18 Recomm Total	FY 17/18 Supp	17/18 Totals with Supp	FY 17/18 Hearing actions	Final Adopted FY 17/18	Notes
ISD INFORMATION MANAGEMENT	REPROGRAPHICS TECHNICIAN III	0.00		0.00		0.00	
ISD INFORMATION MANAGEMENT	REPROGRAPHICS SUPERVISOR	0.00		0.00		0.00	
ISD INFORMATION MANAGEMENT	GRAPHICS DESIGNER PHOTOGRAPHER	0.00		0.00		0.00	
ISD INFORMATION MANAGEMENT	ADMINISTRATIVE AIDE	0.00		0.00		0.00	
ISD TECHNICAL SUPPORT SERVICES	SENIOR COMMUNICATIONS TECHNICIAN	1.00		1.00		1.00	
25-ISD Total		116.50	0.00	116.50		116.50	

PERMIT & RESOURCE MANAGEMENT DEPT							
CUSTOMER SERVICE	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00	
CUSTOMER SERVICE	PERMIT TECHNICIAN II	6.00		6.00		6.00	
CUSTOMER SERVICE	CUSTOMER SERVICE SUPERVISOR	1.00		1.00		1.00	
ACCOUNTING ADMIN SVC ADMINSTRATION DIS	OFFICE ASSISTANT II	1.00		1.00		1.00	
ACCOUNTING ADMIN SVC ADMINSTRATION DIS	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00	
ACCOUNTING ADMIN SVC ADMINSTRATION DIS	TELEPHONE OPERATOR	1.00		1.00		1.00	
ACCOUNTING ADMIN SVC ADMINSTRATION DIS	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	3.00		3.00		3.00	
ACCOUNTING ADMIN SVC ADMINSTRATION DIS	DEPARTMENT INFORMATION SYSTEMS MANAGER	1.00		1.00		1.00	
ACCOUNTING ADMIN SVC ADMINSTRATION DIS	ADMINISTRATIVE SERVICES OFFICER I	0.00		0.00		0.00	
ACCOUNTING ADMIN SVC ADMINSTRATION DIS	GEOGRAPHIC INFORMATION TECHNICIAN II	2.00		2.00		2.00	
ACCOUNTING ADMIN SVC ADMINSTRATION DIS	SENIOR GEOGRAPHIC INFORMATION TECHNICIAN	1.00		1.00		1.00	
ADMINISTRATION	PAYROLL CLERK	1.00		1.00		1.00	
ADMINISTRATION	ACCOUNT CLERK II	1.00		1.00		1.00	
ADMINISTRATION	SENIOR ACCOUNT CLERK	1.00		1.00		1.00	
ADMINISTRATION	ACCOUNTING TECHNICIAN	1.00	1.00	2.00		2.00	4/11/17 Board Action #33
ADMINISTRATION	ACCOUNTANT III	1.00		1.00		1.00	
ADMINISTRATION	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
ADMINISTRATION	DEPARTMENT ANALYST	1.00		1.00		1.00	
ADMINISTRATION	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00	
ADMINISTRATION	PRMD DIVISION MANAGER	1.00		1.00		1.00	
ADMINISTRATION	DIRECTOR PRMD	1.00		1.00		1.00	
ADMINISTRATION	DEPARTMENT PROGRAM MANAGER	1.00		1.00		1.00	
ENG & CONST ADMIN	SECRETARY	1.00		1.00		1.00	
ENG & CONST ADMIN	DEPUTY DIRECTOR ENGINEERING CONSTRUCTION	1.00		1.00		1.00	
ENG - INSPECTION	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00	
ENG - INSPECTION	LICENSED LAND SURVEYOR	1.00		1.00		1.00	
ENG - INSPECTION	ENGINEERING TECHNICIAN III	5.00		5.00		5.00	
ENG - INSPECTION	ENGINEERING TECHNICIAN IV	1.00		1.00		1.00	
ENG - INSPECTION	ENGINEER	2.00		2.00		2.00	
ENG - INSPECTION	ENGINEERING DIVISION MANAGER	1.00		1.00		1.00	
STORM WATER	ENGINEER	1.00		1.00		1.00	
STORM WATER	SENIOR ENGINEER	1.00		1.00		1.00	
WELL AND SEPTIC	SENIOR OFFICE ASSISTANT	2.00		2.00		2.00	
WELL AND SEPTIC	ENVIRONMENTAL HEALTH SPECIALIST II	4.00		4.00		4.00	
WELL AND SEPTIC	SENIOR ENVIRONMENTAL HEALTH SPECIALIST	4.00		4.00		4.00	
WELL AND SEPTIC	SUPERVISING ENVIRONMENTAL HEALTH SPECIALIST	1.00		1.00		1.00	
BUILDING	SENIOR OFFICE ASSISTANT	2.00		2.00		2.00	
BUILDING	ENGINEER	2.00		2.00		2.00	
BUILDING	SENIOR ENGINEER	1.00		1.00		1.00	
BUILDING	BUILDING DIVISION MANAGER	1.00		1.00		1.00	
BUILDING	BUILDING INSPECTOR II	7.00		7.00		7.00	
BUILDING	SENIOR BUILDING INSPECTOR	3.00		3.00		3.00	
BUILDING	BUILDING PLANS EXAMINER II	3.00		3.00		3.00	
BUILDING	SENIOR BUILDING PLANS EXAMINER	3.00		3.00		3.00	
BUILDING	SUPERVISING BUILDING INSPECTOR	1.00		1.00		1.00	
CODE ENFORCEMENT	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00	
CODE ENFORCEMENT	SECRETARY	0.00	1.00	1.00		1.00	Resolution 17-0164
CODE ENFORCEMENT	CODE ENFORCEMENT INSPECTOR II	4.00	1.00	5.00		5.00	Resolution 17-0164
CODE ENFORCEMENT	SENIOR CODE ENFORCEMENT INSPECTOR	3.00		3.00		3.00	
CODE ENFORCEMENT	CODE ENFORCEMENT SUPERVISOR	1.00		1.00		1.00	
CODE ENFORCEMENT	PRMD DIVISION MANAGER	1.00		1.00		1.00	
PLANNING - ADMIN	SECRETARY	1.00		1.00		1.00	
PLANNING - ADMIN	DEPUTY DIRECTOR-PLANNING	1.00		1.00		1.00	
PROJECT REVIEW	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00	
PROJECT REVIEW	SECRETARY	1.00		1.00		1.00	
PROJECT REVIEW	PLANNING TECHNICIAN	1.00		1.00		1.00	
PROJECT REVIEW	PLANNER III	8.00		8.00		8.00	
PROJECT REVIEW	PRMD DIVISION MANAGER	1.00		1.00		1.00	
PROJECT REVIEW	SUPERVISING PLANNER	3.00		3.00		3.00	
PROJECT REVIEW	SENIOR ENVIRONMENTAL HEALTH SPECIALIST	1.00		1.00		1.00	

Department Defined	Title	FY 17/18 Recomm Total	FY 17/18 Supp	17/18 Totals with Supp	FY 17/18 Hearing actions	Final Adopted FY 17/18	Notes
ENVIRONMENTAL REVIEW	SENIOR ENVIRONMENTAL SPECIALIST	5.00		5.00		5.00	
ENVIRONMENTAL REVIEW	PROFESSIONAL GEOLOGIST	1.00		1.00		1.00	
ENVIRONMENTAL REVIEW	PRMD DIVISION MANAGER	1.00		1.00		1.00	
COMPREHENSIVE PLANNING	PLANNER III	7.00		9.00		9.00	Resolution 17-0164 / 4/11/17 Board Action #33
26-PRD Total		120.00	5.00	125.00		125.00	
PROBATION DEPT							
PROBATION ADMINISTRATION - ADMINISTRATION	EXECUTIVE SECRETARY	0.00		0.00		0.00	
PROBATION ADMINISTRATION - ADMINISTRATION	DEPARTMENT ANALYST	1.00		1.00		1.00	
PROBATION ADMINISTRATION - ADMINISTRATION	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00	
PROBATION ADMINISTRATION - ADMINISTRATION	DEPARTMENT PROGRAM MANAGER	0.00		0.00		0.00	
PROBATION ADMINISTRATION - ADMINISTRATION	PROBATION OFFICER III	1.00		1.00		1.00	
PROBATION ADMINISTRATION - ADMINISTRATION	PROBATION DIVISION DIRECTOR II	1.00		1.00		1.00	
PROBATION ADMINISTRATION - ADMINISTRATION	DEPUTY CHIEF PROBATION OFFICER	2.00		2.00		2.00	
PROBATION ADMINISTRATION - ADMINISTRATION	CHIEF PROBATION OFFICER	1.00		1.00		1.00	
PROBATION ADMINISTRATION - ADMINISTRATION	EXECUTIVE LEGAL SECRETARY CONFIDENTIAL	1.00		1.00		1.00	
PROBATION ADMINISTRATION - FINANCE	ACCOUNT CLERK II	4.60	0.40	5.00		5.00	
PROBATION ADMINISTRATION - FINANCE	SENIOR ACCOUNT CLERK	2.00		2.00		2.00	
PROBATION ADMINISTRATION - FINANCE	ACCOUNTING TECHNICIAN	1.00		1.00		1.00	
PROBATION ADMINISTRATION - FINANCE	ACCOUNTANT II	1.00		1.00		1.00	
PROBATION ADMINISTRATION - FINANCE	SUPERVISING ACCOUNTANT	1.00		1.00		1.00	
PROBATION ADMINISTRATION - HR/SAFETY	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00	
PROBATION ADMINISTRATION - HR/SAFETY	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
PROBATION ADMINISTRATION - HR/SAFETY	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00	
PROBATION ADMINISTRATION - INFORMATION SERVICES	BUSINESS SYSTEMS ANALYST	1.00		1.00		1.00	
PROBATION ADMINISTRATION - INFORMATION SERVICES	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	1.00		1.00		1.00	
PROBATION ADMINISTRATION - INFORMATION SERVICES	DEPARTMENT INFORMATION SYSTEMS MANAGER	1.00		1.00		1.00	
PROBATION PLANNING IMPLEMENTATION & EVALUATION	PROGRAM PLANNING AND EVALUATION ANALYST	2.00		2.00		2.00	
PROBATION PLANNING IMPLEMENTATION & EVALUATION	DEPARTMENT PROGRAM MANAGER	1.00		1.00		1.00	
ADULT INVESTIGATIONS - INVESTIGATIONS	PROBATION OFFICER II	3.00		3.00		3.00	
ADULT INVESTIGATIONS - INVESTIGATIONS	PROBATION OFFICER III	4.00		4.00		4.00	
ADULT INVESTIGATIONS - INVESTIGATIONS	PROBATION OFFICER IV	2.00		2.00		2.00	
ADULT INVESTIGATIONS COURT	PROBATION OFFICER II	3.00		3.00		3.00	
ADULT INVESTIGATIONS COURT	PROBATION OFFICER III	3.00		3.00		3.00	
ADULT SUPERVISION ADMINISTRATION	SECRETARY	1.00		1.00		1.00	
ADULT SUPERVISION ADMINISTRATION	LEGAL PROCESSOR II	4.00		4.00		4.00	
ADULT SUPERVISION ADMINISTRATION	SENIOR LEGAL PROCESSOR	4.00		4.00		4.00	
ADULT SUPERVISION ADMINISTRATION	LEGAL STAFF SUPERVISOR	1.00		1.00		1.00	
ADULT SUPERVISION ADMINISTRATION	PROBATION DIVISION DIRECTOR II	2.00		2.00		2.00	
ADULT SUPERVISION FIELD SUPERVISION	SENIOR LEGAL PROCESSOR	1.00		1.00		1.00	
ADULT SUPERVISION FIELD SUPERVISION	PROBATION ASSISTANT	1.00		1.00		1.00	
ADULT SUPERVISION FIELD SUPERVISION	PROBATION OFFICER II	10.00		10.00		10.00	
ADULT SUPERVISION FIELD SUPERVISION	PROBATION OFFICER III	15.00		15.00		15.00	
ADULT SUPERVISION FIELD SUPERVISION	PROBATION OFFICER IV	3.00		3.00		3.00	
ADULT SUPERVISION GANG	PROBATION OFFICER III	1.00		1.00		1.00	
ADULT SUPERVISION DOMESTIC VIOLENCE	PROBATION OFFICER II	3.00		3.00		3.00	
ADULT SUPERVISION DOMESTIC VIOLENCE	PROBATION OFFICER III	4.00		4.00		4.00	
ADULT SUPERVISION DOMESTIC VIOLENCE	PROBATION OFFICER IV	1.00		1.00		1.00	
ADULT REALIGNMENT	DEPARTMENT ANALYST	1.00		1.00		1.00	
PROBATION ADULT REALIGNMENT FIELD SUPERVISION	SENIOR LEGAL PROCESSOR	1.00		1.00		1.00	
PROBATION ADULT REALIGNMENT FIELD SUPERVISION	PROBATION OFFICER II	1.00		1.00		1.00	
PROBATION ADULT REALIGNMENT FIELD SUPERVISION	PROBATION OFFICER III	9.00		9.00		9.00	
PROBATION ADULT REALIGNMENT FIELD SUPERVISION	PROBATION OFFICER IV	2.00		2.00		2.00	
PROBATION ADULT REALIGNMENT PRETRIAL	SENIOR LEGAL PROCESSOR	1.00		1.00		1.00	
PROBATION ADULT REALIGNMENT PRETRIAL	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
PROBATION ADULT REALIGNMENT PRETRIAL	PROBATION OFFICER III	4.00		4.00		4.00	

Department Defined	Title	FY 17/18 Recomm Total	FY 17/18 Supp	17/18 Totals with Supp	FY 17/18 Hearing actions	Final Adopted FY 17/18	Notes
PROBATION ADULT REALIGNMENT DUI	PROBATION OFFICER III	1.00		1.00		1.00	
PROBATION ADULT REALIGNMENT PROGRAMMING	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
PROBATION ADULT REALIGNMENT PROGRAMMING	PROBATION ASSISTANT	3.00		3.00		3.00	
PROBATION ADULT REALIGNMENT PROGRAMMING	PROBATION OFFICER II	4.00		4.00		4.00	
PROBATION ADULT REALIGNMENT PROGRAMMING	PROBATION OFFICER III	2.00		2.00		2.00	
PROBATION ADULT REALIGNMENT PROGRAMMING	PROBATION OFFICER IV	1.00		1.00		1.00	
JUVENILE INVESTIGATIONS ADMINISTRATION	SENIOR LEGAL PROCESSOR	2.00		2.00		2.00	
JUVENILE INVESTIGATIONS ADMINISTRATION	LEGAL STAFF SUPERVISOR	1.00		1.00		1.00	
JUVENILE INVESTIGATIONS INTAKE/DIVERSION	PROBATION OFFICER III	1.00		1.00		1.00	
JUVENILE INVESTIGATIONS - INVESTIGATIONS	PROBATION OFFICER II	2.00		2.00		2.00	
JUVENILE INVESTIGATIONS - INVESTIGATIONS	PROBATION OFFICER III	6.00		6.00		6.00	
JUVENILE INVESTIGATIONS - INVESTIGATIONS	PROBATION OFFICER IV	1.00		1.00		1.00	
JUVENILE INVESTIGATIONS COURT	PROBATION OFFICER III	1.00		1.00		1.00	
JUVENILE SUPERVISION ADMINISTRATION	SECRETARY	1.00		1.00		1.00	
JUVENILE SUPERVISION ADMINISTRATION	LEGAL PROCESSOR II	1.00		1.00		1.00	
JUVENILE SUPERVISION ADMINISTRATION	SENIOR LEGAL PROCESSOR	3.00		3.00		3.00	
JUVENILE SUPERVISION ADMINISTRATION	DEPARTMENT ANALYST	1.00		1.00		1.00	
JUVENILE SUPERVISION ADMINISTRATION	PROBATION DIVISION DIRECTOR II	1.00		1.00		1.00	
JUVENILE SUPERVISION FIELD SUPERVISION	PROBATION ASSISTANT	1.00		1.00		1.00	
JUVENILE SUPERVISION FIELD SUPERVISION	PROBATION OFFICER II	1.00		1.00		1.00	
JUVENILE SUPERVISION FIELD SUPERVISION	PROBATION OFFICER III	7.00		7.00		7.00	
JUVENILE SUPERVISION FIELD SUPERVISION	PROBATION OFFICER IV	3.00		3.00		3.00	
JUVENILE SUPERVISION PLACEMENT	PROBATION OFFICER III	5.00		5.00		5.00	
JUVENILE SUPERVISION PLACEMENT	PROBATION OFFICER IV	1.00		1.00		1.00	
PROBATION GRANT FUNDS JABG and JJCPA ADMINISTRATIO	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
PROBATION GRANT FUNDS JABG and JJCPA FIELD SUP	PROBATION OFFICER II	4.00		4.00		4.00	
PROBATION GRANT FUNDS JABG and JJCPA FIELD SUP	PROBATION OFFICER III	1.00		1.00		1.00	
PROBATION GRANT FUNDS JABG and JJCPA GANG	PROBATION OFFICER III	3.00		3.00		3.00	
KEEP KIDS IN SCHOOL GRANT	DEPARTMENT PROGRAM MANAGER	1.00		1.00		1.00	
SUPERVISED ADULT CREWS	PROBATION INDUSTRIES CREW SUPERVISOR	7.00		7.00		7.00	
SUPERVISED ADULT CREWS	PROBATION INDUSTRIES FIELD SUPERVISOR	1.00		1.00		1.00	
SUPERVISED ADULT CREWS	PROBATION DIVISION DIRECTOR I	1.00		1.00		1.00	
JUVENILE HALL ADMINISTRATION	SECRETARY	1.00		1.00		1.00	
JUVENILE HALL ADMINISTRATION	PROBATION DIVISION DIRECTOR I	2.00		2.00		2.00	
JUVENILE HALL ADMINISTRATION	PROBATION DIVISION DIRECTOR II	1.00		1.00		1.00	
JUVENILE HALL PROGRAMMING	JUVENILE CORRECTIONAL COUNSELOR II	6.00		6.00		6.00	
JUVENILE HALL PROGRAMMING	JUVENILE CORRECTIONAL COUNSELOR III	10.00		10.00		10.00	
JUVENILE HALL PROGRAMMING	JUVENILE CORRECTIONAL COUNSELOR IV	0.00		0.00		0.00	
JUVENILE HALL INSTITUTION SUPERVISION UNITS	JUVENILE CORRECTIONAL COUNSELOR II	35.50		35.50		35.50	
JUVENILE HALL INSTITUTION SUPERVISION UNITS	JUVENILE CORRECTIONAL COUNSELOR IV	8.00		8.00		8.00	
JUVENILE HALL INTAKE/SECURITY/CENTRAL CONTROL	JUVENILE CORRECTIONAL COUNSELOR II	22.50		22.50		22.50	
JUVENILE HALL KITCHEN	RESIDENTIAL SERVICE WORKER	1.00		1.00		1.00	
JUVENILE HALL KITCHEN	COOK	4.00		4.00		4.00	
JUVENILE HALL KITCHEN	CHEF	1.00		1.00		1.00	
PROBATION CAMP ADMINISTRATION	SECRETARY	1.00		1.00		1.00	
PROBATION CAMP ADMINISTRATION	PROBATION DIVISION DIRECTOR I	1.00		1.00		1.00	
PROBATION CAMP FIELD SUPERVISION/AFTER CARE	JUVENILE CORRECTIONAL COUNSELOR III	1.00		1.00		1.00	
PROBATION CAMP FIELD SUPERVISION/AFTER CARE	PROBATION OFFICER III	0.00		0.00		0.00	
PROBATION CAMP PROGRAMMING	JUVENILE CORRECTIONAL COUNSELOR III	5.00		5.00		5.00	
PROBATION CAMP PROGRAMMING	JUVENILE CORRECTIONAL COUNSELOR IV	1.00		1.00		1.00	
PROBATION CAMP VOCATIONAL	PROBATION INDUSTRIES CREW SUPERVISOR	2.00		2.00		2.00	
PROBATION CAMP VOCATIONAL	JUVENILE CORRECTIONAL COUNSELOR III	1.00		1.00		1.00	
PROBATION CAMP INSTITUTION SUPERVISION (UNITS)	JUVENILE CORRECTIONAL COUNSELOR II	4.00		4.00		4.00	

Department Defined	Title	FY 17/18 Recomm Total	FY 17/18 Supp	17/18 Totals with Supp	FY 17/18 Hearing actions	Final Adopted FY 17/18	Notes
PROBATION CAMP KITCHEN	CHEF	1.00		1.00		1.00	
27-PRB Total		291.60	0.40	292.00		292.00	

PUBLIC DEFENDER							
PUBLIC DEFENDER	LEGAL SECRETARY II	6.00		6.00		6.00	
PUBLIC DEFENDER	LEGAL PROCESSOR II	3.00		3.00		3.00	
PUBLIC DEFENDER	LEGAL STAFF SUPERVISOR	1.00		1.00		1.00	
PUBLIC DEFENDER	ACCOUNT CLERK II	1.00		1.00		1.00	
PUBLIC DEFENDER	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00	
PUBLIC DEFENDER	CHIEF DEPUTY PUBLIC DEFENDER	1.00		1.00		1.00	
PUBLIC DEFENDER	ASSISTANT PUBLIC DEFENDER	1.00		1.00		1.00	
PUBLIC DEFENDER	PUBLIC DEFENDER	1.00		1.00		1.00	
PUBLIC DEFENDER	DEPUTY PUBLIC DEFENDER IV	28.00		28.00		28.00	
PUBLIC DEFENDER	SENIOR PUBLIC DEFENDER INVESTIGATOR	1.00		1.00		1.00	
PUBLIC DEFENDER	PUBLIC DEFENDER INVESTIGATOR II	7.00		7.00		7.00	
28-PDO Total		51.00	0.00	51.00		51.00	

REGIONAL PARKS							
O and M OPERATIONS	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
O and M OPERATIONS	ADMINISTRATIVE AIDE CONFIDENTIAL	1.00		1.00		1.00	
O and M OPERATIONS	DEPARTMENT ANALYST	1.00		1.00		1.00	
O and M OPERATIONS	PLANNING TECHNICIAN	1.00		1.00		1.00	
O and M OPERATIONS	NATURAL RESOURCES MANAGER	1.00		1.00		1.00	
O and M OPERATIONS	PARK MANAGER	1.00		1.00		1.00	
O and M OPERATIONS	PARK RANGER I	10.00		10.00		10.00	
O and M OPERATIONS	PARK RANGER II	4.00		4.00		4.00	
O and M OPERATIONS	PARK RANGER III	3.00		3.00		3.00	
O and M MAINTENANCE	PARKS GROUNDS MAINTENANCE WORKER II	18.00		18.00		18.00	
O and M MAINTENANCE	PARKS GROUNDS MAINTENANCE SUPERVISOR	2.00		2.00		2.00	
PLANNING	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00	
PLANNING	PLANNING TECHNICIAN	1.00		1.00		1.00	
PLANNING	PARK PLANNER II	4.00		4.00		4.00	
PLANNING	SENIOR PARK PLANNER	1.00		1.00		1.00	
PLANNING	PARK PLANNING MANAGER	1.00		1.00		1.00	
PLANNING	DEPARTMENT PROGRAM MANAGER	1.00		1.00		1.00	
CE MARKETING and PARTNERSHIPS	MARKETING SPECIALIST	1.00		1.00		1.00	
CE MARKETING and PARTNERSHIPS	RECREATION AND EDUCATION SERVICES MANAGER	1.00		1.00		1.00	
CE MARKETING and PARTNERSHIPS	PARK PROGRAM ASSISTANT	1.00		1.00		1.00	
CE MARKETING and PARTNERSHIPS	DEPARTMENT PROGRAM MANAGER	1.00		1.00		1.00	
CE PROGRAMS	ADMINISTRATIVE AIDE	2.00		2.00		2.00	
CE PROGRAMS	DEPARTMENT PROGRAM MANAGER	0.00		0.00		0.00	
CE PROGRAMS	AQUATIC SPECIALIST	0.00		0.00		0.00	
ADMINISTRATION	OFFICE ASSISTANT II	0.00		0.00		0.00	
ADMINISTRATION	SENIOR OFFICE ASSISTANT	3.00		3.00		3.00	
ADMINISTRATION	OFFICE SUPPORT SUPERVISOR	1.00		1.00		1.00	
ADMINISTRATION	SECRETARY	0.00		0.00		0.00	
ADMINISTRATION	PAYROLL CLERK	1.00		1.00		1.00	
ADMINISTRATION	ACCOUNT CLERK II	2.00		2.00		2.00	
ADMINISTRATION	SENIOR ACCOUNT CLERK	2.00		2.00		2.00	
ADMINISTRATION	ACCOUNTANT III	1.00		1.00		1.00	
ADMINISTRATION	DEPARTMENT ANALYST	1.00		1.00		1.00	
ADMINISTRATION	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00	
ADMINISTRATION	DEPUTY DIRECTOR REGIONAL PARKS	1.00		1.00		1.00	
ADMINISTRATION	DIRECTOR OF REGIONAL PARKS	1.00		1.00		1.00	
ADMINISTRATION	BOOKING & RESERVATION COORDINATOR	1.00		1.00		1.00	
ADMINISTRATION	EXECUTIVE SECRETARY CONFIDENTIAL	1.00		1.00		1.00	
SLP OPERATIONS	PARK RANGER I	3.00		3.00		3.00	
SLP OPERATIONS	PARK RANGER II	1.00		1.00		1.00	
SLP OPERATIONS	PARK RANGER III	1.00		1.00		1.00	
SLP MAINTENANCE	PARKS GROUNDS MAINTENANCE WORKER II	2.00		2.00		2.00	
SLP MAINTENANCE	PARKS GROUNDS MAINTENANCE SUPERVISOR	1.00		1.00		1.00	
SLP PROGRAMS	ADMINISTRATIVE AIDE	2.00		2.00		2.00	
SLP PROGRAMS	ENVIRONMENTAL DISCOVERY CENTER COORDINATOR	0.00		0.00		0.00	
SLP PROGRAMS	DEPARTMENT PROGRAM MANAGER	1.00		1.00		1.00	
SPUD POINT MARINA	SECRETARY	1.00		1.00		1.00	
SPUD POINT MARINA	BUILDING MECHANIC II	1.00		1.00		1.00	
SPUD POINT MARINA	MARINA ATTENDANT	1.00		1.00		1.00	
SPUD POINT MARINA	SENIOR MARINA ATTENDANT	1.00		1.00		1.00	
SPUD POINT MARINA	MARINA SUPERVISOR	1.00		1.00		1.00	
29-PRK Total		90.00	0.00	90.00		90.00	

SHERIFF'S DEPT							
SHERIFF ADMINISTRATION	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00	
SHERIFF ADMINISTRATION	SECRETARY	0.00	1.00	1.00		1.00	
SHERIFF ADMINISTRATION	EXECUTIVE ASST TO SHERIFF	1.00		1.00		1.00	
SHERIFF ADMINISTRATION	LEGAL PROCESSOR II	1.00		1.00		1.00	

Department Defined	Title	FY 17/18 Recomm Total	FY 17/18 Supp	17/18 Totals with Supp	FY 17/18 Hearing actions	Final Adopted FY 17/18	Notes
SHERIFF ADMINISTRATION	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	5.00		5.00		5.00	
SHERIFF ADMINISTRATION	SENIOR DEPARTMENT INFORMATION SYSTEMS MANAGER	1.00		1.00		1.00	
SHERIFF ADMINISTRATION	STOREKEEPER	0.00		0.00		0.00	
SHERIFF ADMINISTRATION	SENIOR STOREKEEPER	1.00		1.00		1.00	
SHERIFF ADMINISTRATION	PAYROLL CLERK	2.00		2.00		2.00	
SHERIFF ADMINISTRATION	ACCOUNT CLERK II	1.00		1.00		1.00	
SHERIFF ADMINISTRATION	SENIOR ACCOUNT CLERK	3.00		3.00		3.00	
SHERIFF ADMINISTRATION	ACCOUNTANT II	1.00		1.00		1.00	
SHERIFF ADMINISTRATION	SUPERVISING ACCOUNTANT	1.00		1.00		1.00	
SHERIFF ADMINISTRATION	ADMINISTRATIVE AIDE	3.00		3.00		3.00	
SHERIFF ADMINISTRATION	DEPARTMENT ANALYST	7.00		7.00		7.00	
SHERIFF ADMINISTRATION	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00	
SHERIFF ADMINISTRATION	ADMINISTRATIVE SERVICES OFFICER II	2.00		2.00		2.00	
SHERIFF ADMINISTRATION	DEPARTMENT ADMINISTRATIVE SERVICES DIRECTOR	1.00		1.00		1.00	
SHERIFF ADMINISTRATION	WATER AGENCY PUBLIC INFORMATION OFFICER	1.00		1.00		1.00	
SHERIFF ADMINISTRATION	DEPUTY SHERIFF II	2.00		2.00		2.00	
SHERIFF ADMINISTRATION	SHERIFFS SERGEANT	4.00		4.00		4.00	
SHERIFF ADMINISTRATION	SHERIFFS LIEUTENANT	2.00		2.00		2.00	
SHERIFF ADMINISTRATION	SHERIFFS CAPTAIN	1.00		1.00		1.00	
SHERIFF ADMINISTRATION	CORRECTIONAL DEPUTY II	1.00		1.00		1.00	
SHERIFF ADMINISTRATION	CORRECTIONAL SERGEANT	1.00		1.00		1.00	
SHERIFF ADMINISTRATION	SECRETARY CONFIDENTIAL	1.00		1.00		1.00	
SHERIFF ADMINISTRATION	PAYROLL CLERK CONFIDENTIAL	0.00		0.00		0.00	
SHERIFF ADMINISTRATION	SHERIFF-CORONER	1.00		1.00		1.00	
SHERIFF LAW ENFORCEMENT ADMIN	DEPARTMENT ANALYST	2.00		2.00		2.00	
SHERIFF LAW ENFORCEMENT ADMIN	COMMUNITY SERVICES OFFICER II	2.00		2.00		2.00	
SHERIFF LAW ENFORCEMENT ADMIN	ASSISTANT SHERIFF	1.00		1.00		1.00	
SHERIFF TRAINING	DEPUTY SHERIFF TRAINEE	0.00		0.00		0.00	
SHERIFF-DISPATCH	COMMUNICATIONS DISPATCHER II	19.50		19.50		19.50	
SHERIFF-DISPATCH	SENIOR COMMUNICATIONS DISPATCHER	4.00		4.00		4.00	
SHERIFF-DISPATCH	SUPERVISING COMMUNICATIONS DISPATCHER	5.00		5.00		5.00	
SHERIFF-DISPATCH	COMMUNICATIONS DISPATCH MANAGER	1.00		1.00		1.00	
SHERIFF-CIVIL	CIVIL BUREAU SPECIALIST	1.00		1.00		1.00	
SHERIFF-CIVIL	LEGAL PROCESSOR II	2.00		2.00		2.00	
SHERIFF-CIVIL	DEPARTMENT PROGRAM MANAGER	1.00		1.00		1.00	
SHERIFF-CIVIL	COMMUNITY SERVICES OFFICER II	1.00		1.00		1.00	
SHERIFF-SRVCS-RECORDS	LEGAL PROCESSOR II	6.00		6.00		6.00	
SHERIFF-SRVCS-RECORDS	SENIOR LEGAL PROCESSOR	4.00		4.00		4.00	
SHERIFF-SRVCS-RECORDS	LEGAL STAFF SUPERVISOR	3.00		3.00		3.00	
SHERIFF-SRVCS-RECORDS	SHERIFFS INFORMATION BUREAU MANAGER	1.00		1.00		1.00	
SHERIFF-SRVCS-RECORDS	COMMUNITY SERVICES OFFICER II	7.00		7.00		7.00	
SHERIFF-RADIO	COMMUNICATIONS TECHNICIAN II	3.00		3.00		3.00	
SHERIFF-RADIO	COMMUNICATIONS MANAGER	1.00		1.00		1.00	
SHERIFF-RADIO	SENIOR COMMUNICATIONS TECHNICIAN	1.00		1.00		1.00	
SHERIFF-PATROL	COMMUNITY SERVICES OFFICER II	3.00		3.00		3.00	
SHERIFF-PATROL	DEPUTY SHERIFF II	104.00		104.00		104.00	
SHERIFF-PATROL	SHERIFFS SERGEANT	12.00		12.00		12.00	
SHERIFF-PATROL	SHERIFFS LIEUTENANT	4.00		4.00		4.00	
SHERIFF-PATROL	SHERIFFS CAPTAIN	1.00		1.00		1.00	
SHERIFF-WINDSOR	LEGAL PROCESSOR II	1.00		1.00		1.00	
SHERIFF-WINDSOR	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
SHERIFF-WINDSOR	COMMUNITY SERVICES OFFICER II	1.00		1.00		1.00	
SHERIFF-WINDSOR	DEPUTY SHERIFF II	17.00		17.00		17.00	
SHERIFF-WINDSOR	SHERIFFS SERGEANT	3.00		3.00		3.00	
SHERIFF-WINDSOR	SHERIFFS LIEUTENANT	1.00		1.00		1.00	
SONOMA-SHERIFF	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
SONOMA-SHERIFF	COMMUNITY SERVICES OFFICER II	2.00		2.00		2.00	
SONOMA-SHERIFF	DEPUTY SHERIFF II	10.00		10.00		10.00	
SONOMA-SHERIFF	SHERIFFS SERGEANT	2.00		2.00		2.00	
SONOMA-SHERIFF	SHERIFFS LIEUTENANT	1.00		1.00		1.00	
SHERIFF-HELICOPTER	HELICOPTER PILOT	2.00		2.00		2.00	
SHERIFF-HELICOPTER	DEPUTY SHERIFF II	1.00		1.00		1.00	
SHERIFF-HELICOPTER	SHERIFFS SERGEANT	1.00		1.00		1.00	
SHERIFF MARINE UNIT	DEPUTY SHERIFF II	3.00		3.00		3.00	
SHERIFF MARINE UNIT	SHERIFFS SERGEANT	0.00		0.00		0.00	
SHERIFF-INVESTIGATION	SENIOR OFFICE ASSISTANT	1.00	-1.00	0.00		0.00	
SHERIFF-INVESTIGATION	SECRETARY	2.00		2.00		2.00	
SHERIFF-INVESTIGATION	DEPUTY SHERIFF II	25.00		25.00		25.00	
SHERIFF-INVESTIGATION	SHERIFFS SERGEANT	6.00		6.00		6.00	
SHERIFF-INVESTIGATION	SHERIFFS LIEUTENANT	1.00		1.00		1.00	
SHERIFF-CORONER	FORENSIC ASSISTANT	2.00		2.00		2.00	
SHERIFF-CORONER	DEPUTY SHERIFF II	4.00		4.00		4.00	
SHERIFF-CORONER	SHERIFFS SERGEANT	1.00		1.00		1.00	
SHERIFF COURT SECURITY	DEPUTY SHERIFF II	29.00		29.00		29.00	

Department Defined	Title	FY 17/18 Recomm Total	FY 17/18 Supp	17/18 Totals with Supp	FY 17/18 Hearing actions	Final Adopted FY 17/18	Notes
SHERIFF COURT SECURITY	SHERIFFS SERGEANT	2.00		2.00		2.00	
SHERIFF COURT SECURITY	SHERIFFS LIEUTENANT	1.00		1.00		1.00	
SHERIFF COURT SECURITY	CORRECTIONAL DEPUTY II	6.00		6.00		6.00	
SHERIFF TRANSPORTATION	DEPUTY SHERIFF II	5.00		5.00		5.00	
SHERIFF TRANSPORTATION	SHERIFFS SERGEANT	1.00		1.00		1.00	
DETENTION ADMINISTRATION	SECRETARY	1.00		1.00		1.00	
DETENTION ADMINISTRATION	LEGAL PROCESSOR II	3.00		3.00		3.00	
DETENTION ADMINISTRATION	SHERIFFS INFORMATION BUREAU MANAGER	1.00		1.00		1.00	
DETENTION ADMINISTRATION	ADMINISTRATIVE AIDE	0.00	1.00	1.00		1.00	
DETENTION ADMINISTRATION	DETENTION ASSISTANT	16.00		16.00		16.00	
DETENTION ADMINISTRATION	SUPERVISING DETENTION ASSISTANT	2.00		2.00		2.00	
DETENTION ADMINISTRATION	ASSISTANT SHERIFF	1.00		1.00		1.00	
DETENTION ADMINISTRATION	SHERIFFS CAPTAIN CORRECTIONS	1.00		1.00		1.00	
DETENTION ADMINISTRATION	CORRECTIONAL DEPUTY II	17.00		17.00		17.00	
DETENTION ADMINISTRATION	CORRECTIONAL SERGEANT	3.00		3.00		3.00	
DETENTION ADMINISTRATION	CORRECTIONAL LIEUTENANT	3.00		3.00		3.00	
DETENTION ADMINISTRATION	JANITOR	6.00		6.00		6.00	
DETENTION ADMINISTRATION	COOK	13.00		13.00		13.00	
DETENTION ADMINISTRATION	CHEF	2.00		2.00		2.00	
DETENTION-MAIN JAIL	SECRETARY	1.00		1.00		1.00	
DETENTION-MAIN JAIL	LEGAL PROCESSOR II	22.60		22.60		22.60	
DETENTION-MAIN JAIL	SENIOR LEGAL PROCESSOR	3.00		3.00		3.00	
DETENTION-MAIN JAIL	LEGAL STAFF SUPERVISOR	4.00		4.00		4.00	
DETENTION-MAIN JAIL	SHERIFFS CAPTAIN CORRECTIONS	1.00		1.00		1.00	
DETENTION-MAIN JAIL	CORRECTIONAL DEPUTY II	135.00		135.00		135.00	
DETENTION-MAIN JAIL	CORRECTIONAL SERGEANT	14.00		14.00		14.00	
DETENTION-MAIN JAIL	CORRECTIONAL LIEUTENANT	4.00		4.00		4.00	
DETENTION-HONOR FARM	LEGAL PROCESSOR II	4.40		4.40		4.40	
DETENTION-HONOR FARM	CORRECTIONAL DEPUTY II	22.00		22.00		22.00	
DETENTION-HONOR FARM	CORRECTIONAL SERGEANT	4.00		4.00		4.00	
30-SHF Total		652.50	1.00	653.50		653.50	

AG PRESERVATION/OPEN SPACE							
SC AG PRES OPEN SPACE	ACCOUNTING TECHNICIAN	1.00		1.00		1.00	
SC AG PRES OPEN SPACE	ADMINISTRATIVE AIDE	2.00		2.00		2.00	
SC AG PRES OPEN SPACE	OSD RECEPTIONIST	1.00		1.00		1.00	
SC AG PRES OPEN SPACE	OSD EXECUTIVE SECRETARY	0.00		0.00		0.00	
SC AG PRES OPEN SPACE	OSD GENERAL MANAGER	1.00		1.00		1.00	
SC AG PRES OPEN SPACE	OSD ADMINISTRATIVE-FISCAL MANAGER	1.00		1.00		1.00	
SC AG PRES OPEN SPACE	OSD EXECUTIVE SECRETARY CONFIDENTIAL	1.00		1.00		1.00	
PLANNING	OSD ASSOCIATE PLANNER	2.00		2.00		2.00	
PLANNING	OSD CONSERVATION GIS ANALYST	1.00		1.00		1.00	
PLANNING	OSD COMMUNITY RELATIONS SPECIALIST	1.00		1.00		1.00	
PLANNING	OSD PROGRAM MANAGER	1.00		1.00		1.00	
ACQUISITION	OSD ASSISTANT PLANNER	0.00		0.00		0.00	
ACQUISITION	OSD ASSOCIATE PLANNER	1.00		1.00		1.00	
ACQUISITION	OSD LAND ACQUISITION SPECIALIST	2.00		2.00		2.00	
ACQUISITION	OSD ACQUISITION ASSISTANT	1.00		1.00		1.00	
ACQUISITION	OSD PROGRAM MANAGER	1.00		1.00		1.00	
STEWARDSHIP	OSD PUBLIC INFORMATION SPECIALIST	1.00		1.00		1.00	
STEWARDSHIP	OSD ASSISTANT PLANNER	1.00		1.00		1.00	
STEWARDSHIP	OSD TECHNICIAN	4.00		4.00		4.00	
STEWARDSHIP	OSD ASSOCIATE PLANNER	2.50		2.50		2.50	
STEWARDSHIP	OSD STEWARD COORDINATOR	1.00		1.00		1.00	
STEWARDSHIP	OSD PROGRAM MANAGER	1.00		1.00		1.00	
31-OSD Total		27.50	0.00	27.50		27.50	

Independent Office of Law Enforcement Review & Outreach							
IND OFFICE OF LAW ENFORCEMENT REVIEW AND OUTREACH	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
IND OFFICE OF LAW ENFORCEMENT REVIEW AND OUTREACH	DIRECTOR INDEPENDENT OFF OF LAW ENF REV & OUTREA	1.00		1.00		1.00	
32-LRO Total		2.00	0.00	2.00		2.00	

WATER AGENCY							
WATER AGENCY	ACCOUNT CLERK II	2.00		2.00		2.00	
WATER AGENCY	SENIOR ACCOUNT CLERK	2.00		2.00		2.00	
WATER AGENCY	ACCOUNTANT II	1.00		1.00		1.00	
WATER AGENCY	ACCOUNTING TECHNICIAN	1.00		1.00		1.00	
WATER AGENCY	ACCOUNTANT III	1.00		1.00		1.00	
WATER AGENCY	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00	
WATER AGENCY	ENGINEERING TECHNICIAN III	1.00		1.00		1.00	
WATER AGENCY	ACCOUNTANT I	0.00		0.00		0.00	
WATER AGENCY	ACCOUNTANT II	1.00		1.00		1.00	
WATER AGENCY	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
WATER AGENCY	DEPARTMENT ANALYST	1.00		1.00		1.00	
WATER AGENCY	ADMINISTRATIVE SERVICES OFFICER I	2.00		2.00		2.00	

Department Defined	Title	FY 17/18 Recomm Total	FY 17/18 Supp	17/18 Totals with Supp	FY 17/18 Hearing actions	Final Adopted FY 17/18	Notes
WATER AGENCY	TECHNICAL WRITING SPECIALIST	3.00		3.00		3.00	
WATER AGENCY	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00	
WATER AGENCY	PAYROLL CLERK	1.00		1.00		1.00	
WATER AGENCY	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
WATER AGENCY	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00	
WATER AGENCY	OFFICE ASSISTANT II	4.00		4.00		4.00	
WATER AGENCY	SENIOR OFFICE ASSISTANT	2.00		2.00		2.00	
WATER AGENCY	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
WATER AGENCY	DEPARTMENT ANALYST	1.00		1.00		1.00	
WATER AGENCY	RISK MANAGEMENT ANALYST II	1.00		1.00		1.00	
WATER AGENCY	RISK MANAGEMENT ANALYST III	1.00		1.00		1.00	
WATER AGENCY	TECHNICAL WRITING SPECIALIST	2.00		2.00		2.00	
WATER AGENCY	ENGINEERING TECHNICIAN III	2.00		2.00		2.00	
WATER AGENCY	WATER AGENCY ENGINEER IV	2.00		2.00		2.00	
WATER AGENCY	WATER AGENCY PRINCIPAL ENGINEER	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY PRINCIPAL ENGINEER	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY ENGINEER IV	5.00		5.00		5.00	
WATER AGENCY	PROJECT SPECIALIST	1.00		1.00		1.00	
WATER AGENCY	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	1.00		1.00		1.00	
WATER AGENCY	ENGINEERING TECHNICIAN III	1.00		1.00		1.00	
WATER AGENCY	ENGINEERING TECHNICIAN IV	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY CAD-GIS COORDINATOR	1.00		1.00		1.00	
WATER AGENCY	GEOGRAPHIC INFORMATION TECHNICIAN II	1.00		1.00		1.00	
WATER AGENCY	SENIOR GEOGRAPHIC INFORMATION TECHNICIAN	1.00		1.00		1.00	
WATER AGENCY	DEPUTY CHIEF ENGINEER	1.00		1.00		1.00	
WATER AGENCY	DEPARTMENT ANALYST	1.00		1.00		1.00	
WATER AGENCY	DEPARTMENT ANALYST	0.00		0.00		0.00	
WATER AGENCY	WATER AGENCY PRINCIPAL ENGINEER	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY ENGINEER IV	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY PRINCIPAL ENGINEER	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY ENGINEER IV	5.00		5.00		5.00	
WATER AGENCY	WATER AGENCY HYDROGEOLOGIST IV	2.00		2.00		2.00	
WATER AGENCY	WATER AGENCY PRINCIPAL HYDROGEOLOGIST	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY LAND SURVEYOR	1.00		1.00		1.00	
WATER AGENCY	ENGINEERING TECHNICIAN III	4.00		4.00		4.00	
WATER AGENCY	RIGHT OF WAY AGENT II	1.00		1.00		1.00	
WATER AGENCY	SUPERVISING RIGHT OF WAY AGENT	1.00		1.00		1.00	
WATER AGENCY	TECHNICAL WRITING SPECIALIST	4.75		4.75		4.75	
WATER AGENCY	TECHNICAL WRITING MANAGER	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY RESOURCE PROGRAMS TECHNICIAN II	4.00		4.00		4.00	
WATER AGENCY	WATER AGENCY ENVIRONMENTAL SPECIALIST II	5.00		5.00		5.00	
WATER AGENCY	WATER AGENCY SENIOR ENVIRONMENTAL SPECIALIST	7.00		7.00		7.00	
WATER AGENCY	WATER AGENCY PRINCIPAL ENVIRONMENTAL SPECIALIST	4.00		4.00		4.00	
WATER AGENCY	WATER AGENCY ENVIRONMENTAL RESOURCES MANAGER	2.00		2.00		2.00	
WATER AGENCY	WATER AGENCY GOVERNMENTAL AFFAIRS MANAGER	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY SENIOR PROGRAMS SPECIALIST	0.00		0.00		0.00	
WATER AGENCY	WATER AGENCY PROGRAMS SPECIALIST II	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY PRINCIPAL PROGRAM SPECIALIST	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY SENIOR PROGRAMS SPECIALIST	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY PROGRAMS SPECIALIST II	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY PRINCIPAL PROGRAM SPECIALIST	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY SENIOR PROGRAMS SPECIALIST	2.00		2.00		2.00	
WATER AGENCY	WATER AGENCY PROGRAMS SPECIALIST II	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY PRINCIPAL PROGRAM SPECIALIST	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY PROGRAMS SPECIALIST II	2.00		2.00		2.00	
WATER AGENCY	WATER AGENCY PRINCIPAL PROGRAM SPECIALIST	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY SENIOR PROGRAMS SPECIALIST	2.00		2.00		2.00	
WATER AGENCY	SECRETARY	1.00		1.00		1.00	
WATER AGENCY	ADMINISTRATIVE AIDE CONFIDENTIAL	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY DIVISION MGR ADMINISTRATIVE SERVICES	1.00		1.00		1.00	

Department Defined	Title	FY 17/18 Recomm Total	FY 17/18 Supp	17/18 Totals with Supp	FY 17/18 Hearing actions	Final Adopted FY 17/18	Notes
WATER AGENCY	WATER AGENCY CHIEF ENGINEER-DIR OF GRNDWATER MGT	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY GENERAL MANAGER	1.00		1.00		1.00	
WATER AGENCY	EXECUTIVE SECRETARY CONFIDENTIAL	0.00		0.00		0.00	
WATER AGENCY	WATER AGENCY ASSISTANT GENERAL MANAGER	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY ASSISTANT GENERAL MANAGER	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY COORDINATOR	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY MAINTENANCE WORKER II	2.00		2.00		2.00	
WATER AGENCY	WATER AGENCY MAINTENANCE WORKER III	2.00		2.00		2.00	
WATER AGENCY	WATER AGENCY LEAD MAINTENANCE WORKER	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY ENVIRONMENTAL COMPLIANCE INSPECTOR	2.00		2.00		2.00	
WATER AGENCY	WATER AGENCY MAINTENANCE WORKER II	2.00		2.00		2.00	
WATER AGENCY	ACCOUNT CLERK II	1.00		1.00		1.00	
WATER AGENCY	ENGINEERING TECHNICIAN III	1.00		1.00		1.00	
WATER AGENCY	VEGETATION CONTROL ADVISOR	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY COORDINATOR	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY MAINTENANCE WORKER II	5.00		5.00		5.00	
WATER AGENCY	WATER AGENCY MAINTENANCE WORKER III	6.00		6.00		6.00	
WATER AGENCY	WATER AGENCY LEAD MAINTENANCE WORKER	2.00		2.00		2.00	
WATER AGENCY	WATER AGENCY MECHANIC	1.00		1.00		1.00	
WATER AGENCY	MATERIALS EQUIPMENT SPECIALIST	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY COORDINATOR	3.00		3.00		3.00	
WATER AGENCY	WATER AGENCY LEAD MAINTENANCE WORKER	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY MECHANIC	17.00		17.00		17.00	
WATER AGENCY	WATER AGENCY LEAD MECHANIC	6.00		6.00		6.00	
WATER AGENCY	AUTOMOTIVE MECHANIC	1.00		1.00		1.00	
WATER AGENCY	HEAVY EQUIPMENT MECHANIC II	2.00		2.00		2.00	
WATER AGENCY	SENIOR OFFICE ASSISTANT	0.00		0.00		0.00	
WATER AGENCY	ADMINISTRATIVE AIDE CONFIDENTIAL	0.00		0.00		0.00	
WATER AGENCY	WATER AGENCY PROGRAMS SPECIALIST II	0.00		0.00		0.00	
WATER AGENCY	WATER AGENCY DIV MGR - ENVIR RES & PUBLIC AFFAIRS	1.00		1.00		1.00	
WATER AGENCY	SENIOR PROGRAMMER ANALYST	1.00		1.00		1.00	
WATER AGENCY	PROGRAMMER ANALYST	3.00		3.00		3.00	
WATER AGENCY	ENGINEERING PROGRAMMING MANAGER	1.00		1.00		1.00	
WATER AGENCY	SENIOR NETWORK ANALYST	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY SENIOR NETWORK ANALYST	2.00		2.00		2.00	
WATER AGENCY	WATER AGENCY PRINCIPAL ENGINEER	1.00		1.00		1.00	
WATER AGENCY	ELECTRICIAN-INSTRUMENTATION TECHNICIAN	7.00		7.00		7.00	
WATER AGENCY	ENGINEERING TECHNICIAN III	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY COORDINATOR	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY CHEMIST	4.00		4.00		4.00	
WATER AGENCY	ENGINEERING TECHNICIAN III	2.00		2.00		2.00	
WATER AGENCY	WATER AGENCY PRINCIPAL ENGINEER	1.00		1.00		1.00	
WATER AGENCY	WATER AGENCY ENGINEER IV	5.00		5.00		5.00	
WATER AGENCY	WATER AGENCY COORDINATOR	3.00		3.00		3.00	
WATER AGENCY	WATER AGENCY SENIOR PLANT OPERATOR	16.00		16.00		16.00	
33-WTR Total		229.75	0.00	229.75	0.00	229.75	

TRANSPORTATION & PUBLIC WORKS							
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE SUPERVISOR	0.50		0.50		0.50	
TRANSPORTATION/PUB WRKS ROAD	BRIDGE WORKER	4.00		4.00		4.00	
TRANSPORTATION/PUB WRKS ROAD	SENIOR BRIDGE WORKER	3.00		3.00		3.00	
TRANSPORTATION/PUB WRKS ROAD	BRIDGE SUPERVISOR	1.00		1.00		1.00	
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE WORKER II	9.00		9.00		9.00	
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE WORKER III	5.00		5.00		5.00	
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE SUPERVISOR	1.00		1.00		1.00	
TRANSPORTATION/PUB WRKS ROAD	OFFICE SUPPORT SUPERVISOR	1.00		1.00		1.00	
TRANSPORTATION/PUB WRKS ROAD	YARD CLERK	1.00		1.00		1.00	
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE WORKER II	1.00		1.00		1.00	
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE WORKER III	2.00		2.00		2.00	
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE WORKER II	3.00		3.00		3.00	
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE WORKER III	1.00		1.00		1.00	
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE SUPERVISOR	1.00		1.00		1.00	
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE WORKER II	4.00		4.00		4.00	
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE WORKER III	3.00		3.00		3.00	
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE SUPERVISOR	1.00		1.00		1.00	
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE WORKER II	7.00		7.00		7.00	
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE WORKER III	4.50		4.50		4.50	
TRANSPORTATION/PUB WRKS ROAD	VEGETATION SPECIALIST	1.00		1.00		1.00	
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE SUPERVISOR	1.00		1.00		1.00	
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE WORKER II	4.00		4.00		4.00	
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE WORKER III	3.00		3.00		3.00	
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE SUPERVISOR	1.00		1.00		1.00	
TRANSPORTATION/PUB WRKS ROAD	SENIOR OFFICE ASSISTANT	3.00		3.00		3.00	

Department Defined	Title	FY 17/18 Recomm Total	FY 17/18 Supp	17/18 Totals with Supp	FY 17/18 Hearing actions	Final Adopted FY 17/18	Notes
TRANSPORTATION/PUB WRKS ROAD	DEPARTMENT INFORMATION SYSTEMS COORDINATOR	1.00		1.00		1.00	
TRANSPORTATION/PUB WRKS ROAD	DEPARTMENT INFORMATION SYSTEMS MANAGER	0.00		0.00		0.00	
TRANSPORTATION/PUB WRKS ROAD	MATERIALS EQUIPMENT SPECIALIST	1.00		1.00		1.00	
TRANSPORTATION/PUB WRKS ROAD	PAYROLL CLERK	1.00		1.00		1.00	
TRANSPORTATION/PUB WRKS ROAD	SENIOR ACCOUNT CLERK	4.00		4.00		4.00	
TRANSPORTATION/PUB WRKS ROAD	DEPARTMENT ANALYST	4.00		4.00		4.00	
TRANSPORTATION/PUB WRKS ROAD	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00	
TRANSPORTATION/PUB WRKS ROAD	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00	
TRANSPORTATION/PUB WRKS ROAD	TECHNICAL WRITING SPECIALIST	1.00		1.00		1.00	
TRANSPORTATION/PUB WRKS ROAD	LICENSED LAND SURVEYOR	1.00		1.00		1.00	
TRANSPORTATION/PUB WRKS ROAD	ENGINEERING TECHNICIAN III	12.00		12.00		12.00	
TRANSPORTATION/PUB WRKS ROAD	ENGINEERING TECHNICIAN IV	4.00		4.00		4.00	
TRANSPORTATION/PUB WRKS ROAD	TRAFFIC SIGNAL TECHNICIAN	2.00		2.00		2.00	
TRANSPORTATION/PUB WRKS ROAD	ENGINEER	7.00		7.00		7.00	
TRANSPORTATION/PUB WRKS ROAD	SENIOR ENGINEER	4.00		4.00		4.00	
TRANSPORTATION/PUB WRKS ROAD	ENGINEERING DIVISION MANAGER	1.00		1.00		1.00	
TRANSPORTATION/PUB WRKS ROAD	DEPUTY DIRECTOR TRANSPORTATION & OPERATIONS	1.00		1.00		1.00	
TRANSPORTATION/PUB WRKS ROAD	DEPUTY DIRECTOR ENGINEERING & MAINTENANCE	1.00		1.00		1.00	
TRANSPORTATION/PUB WRKS ROAD	DIRECTOR OF TRANSPORTATION & PUBLIC WORKS	1.00		1.00		1.00	
TRANSPORTATION/PUB WRKS ROAD	RIGHT OF WAY MANAGER	1.00	-1.00	0.00		0.00	1.00 Deleted 12+vacant
TRANSPORTATION/PUB WRKS ROAD	GEOGRAPHIC INFORMATION TECHNICIAN II	1.00		1.00		1.00	
TRANSPORTATION/PUB WRKS ROAD	ROAD OPERATIONS DIVISION MANAGER	1.00		1.00		1.00	
TRANSPORTATION/PUB WRKS ROAD	DEPARTMENT PROGRAM MANAGER	1.00		1.00		1.00	
TRANSPORTATION/PUB WRKS ROAD	PUBLIC WORKS FLEET EQUIPMENT MANAGER	1.00		1.00		1.00	
TRANSPORTATION/PUB WRKS ROAD	PUBLIC WORKS OPERATIONS COORDINATOR	2.00		2.00		2.00	
TRANSPORTATION/PUB WRKS ROAD	EXECUTIVE SECRETARY CONFIDENTIAL	1.00		1.00		1.00	
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE WORKER II	2.00		2.00		2.00	
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE WORKER III	3.00		3.00		3.00	
TRANSPORTATION/PUB WRKS ROAD	VEGETATION CONTROL ADVISOR	1.00		1.00		1.00	
TRANSPORTATION/PUB WRKS ROAD	TRAFFIC PAINT & SIGN WORKER	4.00		4.00		4.00	
TRANSPORTATION/PUB WRKS ROAD	TRAFFIC MAINTENANCE SUPERVISOR	1.00		1.00		1.00	
AIRPORT ENTERPRISE	OFFICE ASSISTANT II	1.00		1.00		1.00	
AIRPORT ENTERPRISE	SENIOR OFFICE ASSISTANT	2.00		2.00		2.00	
AIRPORT ENTERPRISE	AIRPORT OPERATIONS SPECIALIST	7.00		7.00		7.00	
AIRPORT ENTERPRISE	AIRPORT OPERATIONS SUPERVISOR	1.00		1.00		1.00	
AIRPORT ENTERPRISE	ASSISTANT AIRPORT MANAGER	1.00		1.00		1.00	
AIRPORT ENTERPRISE	AIRPORT MANAGER	1.00		1.00		1.00	
AIRPORT ENTERPRISE	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
AIRPORT ENTERPRISE	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00	
AIRPORT ENTERPRISE	MARKETING SPECIALIST	1.00		1.00		1.00	
AIRPORT ENTERPRISE	RIGHT OF WAY AGENT II	1.00		1.00		1.00	
AIRPORT ENTERPRISE	MAINTENANCE WORKER II	1.00		1.00		1.00	
TRANSPORTATION P/W TRANSIT	OFFICE ASSISTANT II	1.00		1.00		1.00	
TRANSPORTATION P/W TRANSIT	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00	
TRANSPORTATION P/W TRANSIT	TRANSIT SPECIALIST II	2.00		2.00		2.00	
TRANSPORTATION P/W TRANSIT	TRANSIT SYSTEMS MANAGER	1.00		1.00		1.00	
TRANSPORTATION/PUB WRK REFUSE	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00	
TRANSPORTATION/PUB WRK REFUSE	DEPARTMENT ANALYST	1.00		1.00		1.00	
TRANSPORTATION/PUB WRK REFUSE	PROFESSIONAL GEOLOGIST	1.00		1.00		1.00	
TRANSPORTATION/PUB WRK REFUSE	INTEGRATED WASTE OPERATIONS DIVISION MGR	1.00		1.00		1.00	
TRANSPORTATION/PUB WRK REFUSE	WASTE MANAGEMENT SPECIALIST II	3.00		3.00		3.00	
TRANSPORTATION/PUB WRK REFUSE	REFUSE ENFORCEMENT SPECIALIST	1.00		1.00		1.00	
TRANSPORTATION/PUB WRK REFUSE	WASTE MANAGEMENT AGENCY EXECUTIVE DIRECTOR	1.00		1.00		1.00	
TRANSPORTATION/PUB WRK REFUSE	LANDFILL FACILITIES SPECIALIST	1.00		1.00		1.00	
NORTHERN AIR POLLUTION CONTROL	SENIOR OFFICE ASSISTANT	0.00		0.00		0.00	
NORTHERN AIR POLLUTION CONTROL	AIR QUALITY SPECIALIST III	0.00		0.00		0.00	
NORTHERN AIR POLLUTION CONTROL	AIR QUALITY ENGINEER	0.00		0.00		0.00	
NORTHERN AIR POLLUTION CONTROL	AIR QUALITY MANAGER	0.00		0.00		0.00	
34-PWT Total		166.00	-1.00	165.00		165.00	
UCC COOPERATIVE EXTENSION							
UNIV OF CA COOP EXT	ADMINISTRATIVE AIDE	1.00		1.00		1.00	
UNIV OF CA COOP EXT	DEPARTMENT ANALYST	2.00		2.00		2.00	
UNIV OF CA COOP EXT	SENIOR AGRICULTURAL PROGRAM ASSISTANT	1.00		1.00		1.00	
UNIV OF CA COOP EXT	DEPARTMENT PROGRAM MANAGER	2.00		2.00		2.00	
35-UCC Total		6.00	0.00	6.00		6.00	
SONOMA COUNTY FAIRGROUNDS							
SONOMA COUNTY FAIRGROUNDS	STOREKEEPER	1.00		1.00		1.00	
SONOMA COUNTY FAIRGROUNDS	FAIRGROUNDS MAINTENANCE WORKER	2.00		2.00		2.00	

Department Defined	Title	FY 17/18 Recomm Total	FY 17/18 Supp	17/18 Totals with Supp	FY 17/18 Hearing actions	Final Adopted FY 17/18	Notes
SONOMA COUNTY FAIRGROUNDS	SENIOR FAIRGROUNDS MAINTENANCE WORKER	3.00		3.00		3.00	
SONOMA COUNTY FAIRGROUNDS	HEAVY EQUIPMENT MECHANIC II	1.00		1.00		1.00	
SONOMA COUNTY FAIRGROUNDS	BUILDING MECHANIC II	3.00		3.00		3.00	
SONOMA COUNTY FAIRGROUNDS	FAIR GROUNDS BUILDING SUPERINTENDENT	1.00		1.00		1.00	
SONOMA COUNTY FAIRGROUNDS	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00	
SONOMA COUNTY FAIRGROUNDS	SECRETARY	1.00		1.00		1.00	
SONOMA COUNTY FAIRGROUNDS	ACCOUNTING TECHNICIAN	2.00		2.00		2.00	
SONOMA COUNTY FAIRGROUNDS	FAIR MANAGER	1.00		1.00		1.00	
SONOMA COUNTY FAIRGROUNDS	MARKETING AND PROMOTIONS COORDINATOR	1.00		1.00		1.00	
SONOMA COUNTY FAIRGROUNDS	FAIR FINANCIAL SERVICES OFFICER	1.00		1.00		1.00	
SONOMA COUNTY FAIRGROUNDS	SIMULCAST ATTENDANT	0.75		0.75		0.75	
SONOMA COUNTY FAIRGROUNDS	SENIOR SIMULCAST ATTENDANT	1.00		1.00		1.00	
SONOMA COUNTY FAIRGROUNDS	SENIOR OFFICE ASSISTANT	0.00		0.00		0.00	
SONOMA COUNTY FAIRGROUNDS	SECRETARY	1.00		1.00		1.00	
SONOMA COUNTY FAIRGROUNDS	FAIRGROUNDS MAINTENANCE WORKER	2.00		2.00		2.00	
SONOMA COUNTY FAIRGROUNDS	SENIOR FAIRGROUNDS MAINTENANCE WORKER	3.00		3.00		3.00	
SONOMA COUNTY FAIRGROUNDS	DEPUTY FAIR MANAGER	1.00		1.00		1.00	
SONOMA COUNTY FAIRGROUNDS	INTERIM EVENTS COORDINATOR	1.00		1.00		1.00	
SONOMA COUNTY FAIRGROUNDS	BUILDING MECHANIC II	1.00		1.00		1.00	
SONOMA COUNTY FAIRGROUNDS	FAIRGROUND PREMIUM EXHIBIT ASSISTANT	1.00		1.00		1.00	
SONOMA COUNTY FAIRGROUNDS	PREMIUM AND EXHIBIT COORDINATOR	1.00		1.00		1.00	
80-FGS Total		30.75	0.00	30.75		30.75	

4123.40	12.95	4136.35	0.00	4136.35
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Date: June __, 2017

Item Number: _____
Resolution Number: _____

2/3 Vote Required

Resolution Of The Board Of Directors Of The Sonoma Valley County Sanitation District Adopting the Fiscal Year 2017-2018 Budget and Authorizing the County Administrator and Auditor-Controller-Treasurer-Tax Collector to Make Necessary Budgetary Adjustments.

Whereas, the Board of Directors has completed Budget Hearings as required by Sections 29080 and 29081 of the Government Code, State of California, and

Whereas, it is the desire of the Board of Directors to approve the Fiscal Year 2017-2018 Budget by reference for the Sonoma Valley County Sanitation District,

Now, Therefore, Be It Resolved and ordered that the Fiscal Year 2017-2018 Recommended Budget, adjusted for (1) any increases/decreases listed in the Budget Hearings materials Attachment/Tab 2, and (2) in attached Exhibit "A", be adopted by reference as the Fiscal Year 2017-2018 Budget, for the Sonoma Valley County Sanitation District in accordance with Sections 29088 through 29091 of the Government Code, State of California.

Be It Further Resolved that after the adoption of the budget and the end of the 2016-2017 fiscal year, the County Auditor-Controller-Treasurer-Tax Collector and the County Administrator are authorized to complete any necessary budgetary and accounting transfers and adjustments necessary to close the FY 2016-2017 transactions budget and to re-establish valid prior year encumbrances in FY 2017-2018. Such adjustments shall include, but not be limited to, adjusting appropriations for any and all funds associated with projects, budgetary, and accounting adjustments necessary to assign year end actual fund balances. This authority applies to FY 2016-2017 and includes adjustments made during the year-end close period as well as to post audit adjustments as the Comprehensive Annual Financial Report (CAFR) is being compiled.

Directors:

Gorin:

Zane:

Hundley:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.